# Annual planning checklist example

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|  | **Month** | **Action** | **Done?** |
| **Quarter one** | Month 1 See note 1 | Monitoring of all targets against new operations plan begins |  |
| Month 2 | Trustee Board & Management Team:   * Review last year’s performance against all targets – This goes into annual report (together with the plan for the coming year). |  |
| Management Team do annual reviews of:   * Business contingency & disaster planning * Individual training plans (possibly as part of annual performance reviews) * Role descriptions & volunteer training program in the light of strategic goals for coming year |  |
| Month 3 | Trustee Board:   * Review policies * Updates individual conflict of interest forms |  |
| **Quarter two** | Month 4 | Management team:   * First quarterly review of performance against targets * Provides first quarter management accounts |  |
| Month 5 |  |  |
| Month 6 | Trustee Board:   * Reviews STEP & SWOT analyses * Reviews risk management strategy * Re-does trustees’ skills audit |  |
| **Quarter three** | Month 7 | Management team:   * Reviews second quarterly review of performance against annual targets * Provides second quarter management accounts |  |
| Month 8 | Trustee Board typically has an awayday to look at strategic issues and future planning. |  |
| Month 9 |  |  |
| **Quarter four** | Month 10 | Trustee board:   * reviews first three quarters actual performance against annual targets * reviews first three quarters’ expenditure against budget * reviews progress against the strategic plan See note 2 * agrees next year’s operations plan |  |
| Month 11 | Management team:   * Draw up next year’s budget from plan & finalise annual plan |  |
| Month 12 | Trustee Board:   * Formally agree next year’s operations plan & budgets * Receives impact assessment for year |  |

Note 1: This will be April in a planning cycle based on the financial year, otherwise the first month of your own financial year.

Note 2: If you have a “rolling” strategic plan, you will look at the 3rd year from now, each year and add this on the end of your original 3-year plan (e.g. in year 1 you add on year 4 & etc.). If you have a “static” planning system you will start looking in year 2 at years 4-6 to form the next 3-year plan.