# Annual planning checklist example

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|  | **Month** | **Action** | **Done?** |
| **Quarter one** | Month 1See 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.