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| **Annual planning departmental review** | |
| Good news: What were the key improvements, wins & steps forward for your Department over the last 12 months? | |
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| Results review: How has your department performed in terms of it's KPI's, outcomes and actuals vs. targets? What's driving the achievement or underperformance? | |
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| Challenges, issues & bottlenecks: List the challenges, issues & bottlenecks and what needs to be addressed in your department over the next 12 months | |
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| Next years results: Reflecting on the targets and KPIs you need to achieve over the next 12 months, what do you need to change or do to ensure you can confidently deliver? | |
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| Health check  1 = Poor - A definite area to address - this is causing us issues already  2 = Insufficient - If we don’t address this, it is very likely to hold us back next year  3 = Adequate - This may cause us an issue if not addressed  4 = Good - Room for improvement but should not hold us back short term  5 = Excellent - This is a real strength, we have this nailed | |
| Performance & Results: You are consistently achieving your key outcomes, KPIs & targets or have well thought out documented plans that are working to address any function performance challenges |  |
| Team: Your function/department is correctly resourced & structured with the right talent in place to enable you to achieve your key outcomes, KPIs & targets consistently |  |
| Team: 'Rising Stars' have been identified and have documented development plans in place to support their progression and development |  |
| Team: You have a documented and time lined recruitment plan in place that is linked to the P&L budget |  |
| Communication: Your team meetings and huddles are effective & consistent. i.e. solid agendas, run to time, have good accountability, and team members are engaged |  |
| Capability: You don’t have any significant skill, infrastructure, equipment or know how gaps that will prevent you from achieving your key outcomes, KPIs & targets consistently |  |
| Process: The key processes in your function/department are documented, effective and consistently followed by your team |  |
| Process: Your software systems are correctly set up and team members are using these consistently and as intended |  |
| Reporting: You have all the right daily, weekly and monthly reports & KPIs in place. These are in the right format, are accurate and effectively understood and used across your team |  |
| \*Suppliers: Your suppliers are performing well and are robust (i.e. reliable, diversified and scalable) enough to support your growth goals |  |
| Health Check: Based on your Health Check scores, what needs to be addressed over the next 12 months? | |
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| Based on all your answers in this document, what do you believe the Priorities should be for your department/function over the next 12 months? (now enter these on your One Page Annual Plan) | |
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