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| Business Name |
| **Strategic Plan Template**  **20xx – 20xx** |

# INTRODUCTION

Describe your organisation e.g. geographic location, what you do ,your key stakeholders, client base/demographics etc.

# GOVERNANCE

Describe your governance arrangements e.g. legal status, how many people on your Board, skills.

# FUNDING

Organisation receives support from a range of funding agencies including:

* Department of Health and Human Services
* Other

Each of these agencies has compliance, accountability and outcomes requirements for funding received.

# STRATEGIC PLAN

## Vision

To be completed

## Mission

To be completed

## Purpose

To be completed

(Can add from purpose outlined in constitution.)

## Values

To be completed

## Overview / demographic

To be completed

## Operations

XXX offers services that meet the needs and requests of the people within the area such as

* Aged Care
* Disability
* Children’s services – including playgroups
* Social Support

## Marketing Strategy

### Target Market

To be completed i.e. who are the key market segments and geographic area your organisation

### Promotion and Advertising

To be completed

What are the primary methods used to promote your programs and services

### Pricing

To be completed

## Operational Administration and Management

### Board

To be completed

i.e. how many members on your Board and roles

Governance programs

Risk programs

### Executive

To be completed

The staff currently consists of the following:

* CEO
* Executive team
* Key staff members

## Financial Strategy

To be completed

(A statement about the pricing approach and financial outcome desired by the organisation name)

## Financial Projections

A Financial Projection of revenues and expenses is to be drawn up for the current period and the plan period. Outlining expense budgets and forecasts grants to be received and funds to be raised during the plan period.

## Current issues affecting the organisation, its community and board

### Issues

To be completed

### Marketing and Communication

Outline key marketing programs.

This section details exhaustively everything an NFP has to do to raise the targeted funds, including key messages and grant seeking methodologies.

### Human Resources

Define the organisation hierarchy.

Detail existing human resources, additional requirements or capabilities needed to execute objectives, training needs of staff.

#### Volunteers

Volunteers are used in a number of areas such as

* Board sub committees,
* Executive committees

# swot

A SWOT analysis was also undertaken to identify the strengths, weaknesses, opportunities and threats of the organisation.

**WEAKNESSES**

**THREATS**

**STRENGHTS**

**OPPORTUNITIES**

**NEGATIVE**

**POSITIVE**

**EXTERNAL**

**FACTORS**

**INTERNAL**

**FACTORS**

# IDENTIFY strategiC PRIORITIES

### Strategic Priority 1: Insert Objectives

### Strategic Priority 2: Insert Objectives

### Strategic Priority 3: Insert Objectives

### Strategic Priority 4: Insert Objectives

### Strategic Priority 5: Insert Objectives

# strategic Action Plan 20xx – 20xx

The action plan below is based on strategic pillars relevant to your organisations. Below are common examples of these pillars.

## Pillar: GOVERNANCE

### Insert Objectives

* x
* x
* x

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| --- | --- | --- | --- | --- |
| **Action** | **Resources** | **Responsibility** | **Timeline** | **Measure** |
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## Pillar: FINANCIAL SUSTAINABILITY

### Insert Objectives

* x
* x
* x

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## Pillar: OPERATIONAL MANAGEMENT

### Insert Objectives

* x
* x
* x

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## Focus Area: CULTURE AND WORKFORCE

### Insert Objectives

* x
* x
* x

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## Focus Area: INFORMATION TECHNOLOGY

### Insert Objectives

* x
* x
* x

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## Focus Area: COMMUNITY ENGAGEMENT

### Insert Objectives

* x
* x
* x

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| **Action** | **Resources** | **Responsibility** | **Timeline** | **Measure** |
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# appendix 2

## RISK ASSESSMENT

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| --- | --- | --- | --- | --- |
| **Area/Department** |  |  | **Risk Register ID** | **Area/Department** |
| **Date of Risk Assessment** |  |  | **Risk Category** | **Date of Risk Assessment** |
| **Risk Owner** |  |  | **Assessment Conducted By** | **Risk Owner** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Establish the Context** | | **Risk Description** | | **Effectiveness of Controls** |
| **Objective** | **Context** | **Risk Source** | **Description** | **Control(s)** |
| *What is the business objective the risk relates  (e.g. strategic, business, project, clinical)* ***Example:***  *Increase service productivity to core clients by 10 % in 1 year* | *List internal and external factors that influence this risk* ***Example:*** *Obsolete technology; budgetary constraints; change in management* | *Where has the risk come from  (e.g. regulatory requirements, political changes)* ***Example:*** *Change in management; change in government funding; changes in legislation* | *Something might occur which {****Cause(****s)} the {****Event****} that leads to an {****Impact****/Consequence(s)}* ***Example:*** *Failure to maintain client service management system (cause) that leads to delays in service delivery (event) that results in poor service level to clients (impact).* | *Process, policy, practice, device* ***Example:*** *Governance committee; policies and procedures; quality improvement plans* |
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