

## Typical Strategic, Business and Individual Performance Planning Cycle

Month	Strategic Performance Planning	Business Performance Planning	Individual Performance Planning
<b>Nov 1</b>	<p>Prepare information for strategic planning:</p> <ul style="list-style-type: none"> <li>▪ Confirm process to be used, establish timelines</li> <li>▪ Check stakeholder requirements</li> <li>▪ Allocate responsibility for people to input on the basis of their expertise</li> </ul>		
<b>Dec 2</b>	<p>Conduct strategy analysis. Inputs include:</p> <ul style="list-style-type: none"> <li>▪ Current Strategic Plan</li> <li>▪ Inputs from nominated staff</li> <li>▪ Inputs from selected experts/consultants</li> </ul>		
<b>Jan 3</b>	<p>Create Draft 1 of Strategic Plan. For quality assurance, circulate to all persons who had input. Create Draft 2 from feedback</p>		
<b>Feb 4</b>	<p>Consult with all relevant stakeholders – internal and external. Gather feedback and create Draft 3 of Strategic Plan. Build risk management component.</p>	<p>Prepare information for Business Plan. Identify current year priorities from Strategic Plan. Use these as the foundation for the Business Plan</p>	
<b>March 5</b>	<p>Finalise Strategic Plan. Finalise risk management plan. Amend strategy KPIs (or Performance Scorecard). Agree performance reporting process. Formalise accountabilities with individual managers (see "Individual Performance Planning").</p>	<p>Conduct Business Planning activity (eg. Workshop). Create Draft 1 of Business Plan.</p>	<p>Integrate accountability for major strategic outcomes to nominated executives and senior managers.</p>

<b>April 6</b>		Consult with all relevant stakeholders – internal and external. Gather feedback and create Draft 2 of Business Plan.	Notify staff of upcoming performance planning process.
<b>May 7</b>		Test Draft 2 with all persons who contributed to Draft 1. Finalise the Business Plan for next year (July-June).	Prepare for development of next year's Individual Performance Agreements. Inform staff and provide guidelines.
<b>June 8</b>	Last quarterly review of strategic performance (from previous year)	Finalise Budget for next year, based on Business Plan.	Develop Individual Performance Agreements, including Learning and Development Plans, Career Plan and Manager Support Plan for period 1 July to 30 June.
<b>July 9</b>			Report response rates for Individual Performance Agreements by Business Unit. Follow up on laggards.
<b>Aug 10</b>		First bi-monthly review of Business performance	
<b>Sept 11</b>	First quarterly review of strategic performance (current year)		
<b>Oct 12</b>		Second bi-monthly review of Business performance	First Review for period 1 July – 31 October.
<b>Nov 13</b>	Begin second cycle strategic planning process.		
<b>Dec 14</b>	Second quarterly review of strategic performance.	Third bi-monthly review of Business performance	
<b>Jan 15</b>		Begin second cycle of Business Planning process.	
<b>Feb 16</b>		Fourth bi-monthly review of Business performance	Second Review for period 1 July – 28 February

<b>March 17</b>	Third quarterly review of strategic performance.		
<b>April 18</b>	Launch new Strategic Plan for next year (July – June).	Fifth bi-monthly review of Business performance	Feed performance improvement requirements and learning and development needs into Business Planning process for following year.
<b>May 19</b>			Prepare for annual performance review.
<b>June 20</b>	Major annual review of strategic performance.  Begin data collection for first quarterly review of Strategic performance (second round)	Major annual review of Business performance. Launch of Business Plan (second cycle).	Complete annual performance review and overall assessment discussion. Finalise incentive payments if applicable.