

Strategic Plan On A Page

Created by: _____ Last updated: _____

Department: _____

Vision statement:

Year 1 key goals

- 1.
- 2.
- 3.

Year 2/3 key goals

- 1.
- 2.
- 3.

Operational process	Owner	SMART goals	Notes
<i>Example:</i> Month-end financial accounts	F. Manager	To produce month-end accounts and present to the Senior Leadership Team by seventh work day of each month	
<i>Example:</i> Monthly team meetings	A. Leader	Full team meetings to be held in the third week of every month	All actions to be circulated within 24 hours
Process 3			
Process 4			
Process 5			
Key projects	Owner	SMART goals	Notes
<i>Example:</i> To implement a fully automated expenses system across all departments	E. Manager	A fully functioning expenses system with all employees fully trained in how to use it by November XXXX	
Project 2			
Project 3			