Plan type: (insert what plan is for here)

Current: (insert month & year here)

|  |  |
| --- | --- |
| **Issues** | **Comments** |
| 1 | Insert into this section the current situation and issues which you would like to resolve |
| 2 | (e.g. The business has relocated, is well resourced but at an awkward phase in its development – risks need to be taken for growth to be achieved – need additional staff to grow the business further) |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

### Future

|  |  |  |
| --- | --- | --- |
| No. | Objectives | Measures of Performance |
| 1 | Insert into this section the objectives which you would like to achieve based on the issues listed above | Insert into this section the measurements which will be used to assess whether the objectives have been successfully achieved |
| 2 | (e.g. need another admin support person and a full-time sales resource) | (e.g. Ratios of labour costs to sales around 22%) |
| 3 |  |  |

### Strategy for Achieving Objectives

| Strategies | Step by Step Plan | Due Date | Name |
| --- | --- | --- | --- |
| Insert into here each of the objectives which you listed above | 1. Break down each objective into clear and ordered steps which need to be taken to achieve the objective that you have set. | Insert here the date by which each step should be completed | Insert here the person(s) responsible for completing each step |
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|  |  |  |
| E.g. Release Managing Director from admin work | 1. Complete a plan to identify what tasks could be completed by an additional administration support person – document these |  |  |
| 1. Build a consistent level of work every month to cover all constant overheads then accelerate growth with additional growth in staff |  |  |
| 1. Produce Job Description and Person Description for new employee |  |  |
| 1. Begin recruitment process |  |  |
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