

## Organisational Planning

Organisational planning serves a variety of purposes in organisations. It provides clearer focus of organisations, producing more efficiency and effectiveness. It bridges staff and board of directors building strong teams and produces great satisfaction among planners around a common vision. It helps to solve, and prevent conflicting individual desires and dictatorship.

### **The main benefits are as follows:-**

It helps to clearly define the purpose of the organisation and to establish realistic goals and objectives consistent with the mission in a defined time frame within the organisation's capacity for implementation.

1. Ensure the most effective use is made of the organisation's resources by focusing on the key priorities.
2. The process helps to ensure that the goals and objectives are laid down and communicated to the organisation's primary stake-holders and target audiences.
3. It creates a sense of ownership of the plan if different people in the organisation are involved in its development and implementation. Reinforcing the value of bringing together everyone's best and most in building a consensus about where an organisation is going
4. It provides a base from which progress can be measured and establishes a mechanism for informed change when needed.

## Strategic Planning Process

### **The main process of strategic planning:-**





## 1. Getting ready

- Guidelines to keep perspective during planning
- Do you need a consultant or facilitator to help you with planning?
- Who should be involved in planning?
- How many planning meetings will we need?
- How Do We Ensure Implementation of Our New Plan?

## 2. Articulating the mission and vision

- Why is there a need for strategic visioning?
- Is your organisation performing poorly in critical areas for business success (operating costs, customer satisfaction, quality of goods or services, etc)?
- Do you need to prioritise projects to increase funding?
- Have you have been asked to set short and long-term goals for your organisation in key performance areas?

## 3. Assessing the current situation (environmental scan and SWOT analysis)

- Environmental scan (taking a wide look around)
- Looking at organisation's strengths, weaknesses, opportunities and threats (SWOT)
- Organisational assessments (methods to make measurements in the organisation)

## 4. Developing strategies, goals and objectives (purpose, values, vision, top-level goals and methods/strategies)

- Strategising (strategic goals and methods/strategies to achieve the goals)
- Developing/updating mission statement (the purpose of the organisation)
- Developing/updating vision statement (depiction of future state of organisation and customers)
- Developing/updating values statement (overall priorities in how organisation operates)



## 5. Writing and communicating the plan

- Action planning (annual plans, objectives, responsibilities and timelines, etc.)

## 6. Monitoring, evaluating and deviating from the plan

- Monitoring information demonstrates what has been achieved and show progress towards your aims.
- You will need to collect information at least twice to be able to compare results over time.

### Top Tips

Basic principles	<ul style="list-style-type: none"> <li>• Get everyone involved (where possible)</li> <li>• Reviewed annually</li> <li>• Tweaked not revised</li> <li>• Re-priorities as targets are achieved</li> <li>• Collect only what you need</li> <li>• Keep it simple</li> </ul>
Methods	<ul style="list-style-type: none"> <li>• Pilot</li> <li>• Use scales where possible</li> <li>• Sampling and / or snapshots</li> <li>• Flexibility to record unexpected outcomes</li> </ul>
People Issues	<ul style="list-style-type: none"> <li>• User friendly</li> <li>• Who, when, how and why</li> <li>• Give feedback</li> </ul>



## **How the GIO Project can help**

Here at the Gio project, we use an organizational health check as a framework to work with organizations who want to make sure that they have each area of their business/project up to scratch. Working through the health we will definitely put your organisation in a better position for surviving various internal and external challenges.

Our health check covers the following subject areas:

Structure and Purpose

Funding and Income Generation

Resources

Management Committee

Planning & Reviewing,

Monitoring & Evaluation

Finance and Administration

Information, Services and Activities

Communication

Equal Opportunities and Other Policies

Networks and Partnerships

Staffing, Volunteers and Contractual Issues

Your organisation just has to fill in a simple Healthcheck questionnaire by tick the appropriate statement that refers to your current position. We will summarise you feedback and rate your organisation's progress as Bronze, Silver or Gold by subject area.

We then comply a detailed action plan to help you address your specific areas of concerns, and work with you to ultimately attain your desired goal and improve you organisation's effectiveness.