## Annual business plan template

### Business plan

#### ***ORGANISATION Plan Summary***

##### This section links the annual plan to the organisation strategic plan. It summarises business unit or business area plans.

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| Strategic Outcomes (1) | Strategic Key Performance Indicators (KPIs) (2)  | Annual Key Performance Indicators (KPIs) (3) | Key Strategic Initiatives for the year (4) |
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(1) List the Strategic Outcomes from strategic plan
(2) For each outcome list the strategic KPIs from the strategic plan
(3) For each outcome list the KPIs to be achieved in the business plan period (Measure annual progress towards(2))
(4) For each outcome list Key Strategic Initiatives to be undertaken in the business plan period

### *2. BUSINESS UNIT PLAN*

##### 2.1 Strategic actionsThis section focuses on major new initiatives critical to enabling the organisation to achieve its objectives for the year.

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| Strategic Outcome (1) | Strategic KPIs (2) | Annual KPIs (3) | Strategic Initiatives for the year (4) | Cost (5) | Responsibility (6)  | Timeframe (7) |
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(1) List relevant strategic outcome from the strategic plan (5) Determine the budgeted cost
(2) List relevant strategic KPI(s) from the strategic plan (6) Identify who has responsibility
(3) Determine relevant KPI for the business plan period (7) Identify timelines (start/finish dates) and key milestones
(4) Determine major initiatives required to achieve KPIs

**2.2 ‘Business as usual’ activities**
This section focuses on business activities that occur on an ongoing basis and do not represent significant new strategic initiatives.

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| Key Results Area (1) | Annual KPIs (2) | Major Actions (3) | Cost (4) | Responsibility (5) | Timeframe (6) |
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(1) Identify Key Results Areas for the business unit
(2) Determine the annual KPIs for each Key Result Area
(3) Outline the major actions required to achieve the KPIs
(4) Determine the budgeted cost
(5) Identify who has responsibility
(6) Identify timelines (start/finish dates) and key milestones