
Sensitisation Exercise: Walk-Through Corporate Planning End-to-End

On the next page is a summary template for use in sensitisation and building understanding of the whole Corporate Planning process.

As well as understanding the concept of Corporate Planning, it can be useful to ‘walk through’ the component parts. The ‘End to End’ process overview is designed to help with that. The decision-making group and the technical team appointed to deliver the corporate plan should work quickly through the template and identify those elements of the process which appear to be quite straightforward and those that might be problematic. In that way they can foresee and plan how to deal with some of the challenges they might face.

A note should be made of any useful documents that are identified and of actions that should be taken to facilitate the Corporate Planning process, as well as who will be responsible for those actions.

Making a presentation on Corporate Planning, working through the template and discussing the elements should be achievable in a half day workshop.

Corporate Planning ‘End to End’ Process overview

Ministry:

Corporate Planning - summary template for use in sensitisation and building understanding of the whole process

Element	Present or Not	How adequate	Work needed to bring to desired level; by whom	Problems/Challenges anticipated
Mandate				
Mission, vision and Core value statements				
Long Term Strategic Goals; contribution to Governor’s ‘X’ point agenda, MDGs etc.				

Contribution to State Development Plan(s)				
Medium-Term Sector Strategy				
Medium Term MDA objectives				
List of functions which relate to Medium-term objectives				
Functions reviewed against current structure				

Ministry structure and organogram which relate to Medium-term objectives, functions, systems and processes				
Activity/ Performance based budget which relates to departmental functions				
Performance criteria for existing functions, internal Monitoring and Evaluation (M&E) etc.				
Map of the processes which deliver an outcome to clients or customers				
Comprehensive Establishment Plan which lists all posts by departments with a summary of grades and responsibilities.				
A staff list / nominal roll by department providing details of all staff currently employed with their age, qualifications, experience, grade, gender etc.				

Job descriptions/ schedules for each post which describe the responsibilities of the job, to whom it reports, the qualifications, experience and competences required and the grade and salary.				
A comparison of Establishment Plan versus the staff list highlighting vacancies, skill and experience deficiencies etc.				
An overall workforce plan including a training and development plan, a succession plan and an approach to repositioning and recruitment.				
Service charter/service standards				
Individual performance management				