



PLANNING FRAMEWORK FOR *ON TRACK COMMUNITY PROGRAMS*

<i>OWNERSHIP</i>	<i>TYPE OF PLAN</i>	<i>CONTENTS</i>	<i>REPORTING</i>	<i>REVIEW</i>
The Board	Strategic Plan	Mission, Vision, Values, Strategic Goals, Priorities and key result areas.	CEO to the Board quarterly.	Prepared with a three year time horizon and reviewed/modified annually.
	Risk Management Plan	Recommend and review practices and processes which reduce and manage risks to OTCP	CEO to the Board annually	Annually associated with external audit process.
CEO and Executive Management Team (EMT) (CEO, Ops Mgr, Corp Services Mgr)	Business & Quality Improvement Plan (BQIP)	Based on the Strategic Plan's strategic goals and priorities this plan sets out the major initiatives of the organization. The actions represent the major allocations of money and human effort. These actions are the means by which the organization's goals will be achieved. It develops strategies and targets and assigns responsibilities.	EMT to monitor progress at fortnightly meeting.	Produced annually following any changes to the Strategic Plan
	Critical Path Calendar	Electronic calendar showing key events and deadlines.	Monitored by all staff	New each calendar year

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Leadership Team	BQIP	The Leadership Team also has responsibility for formulating and implementing the BQIP	Progress to EMT as required	Produced annually following any changes to the Strategic Plan
Service Managers	Service Plans*	Service plans may be developed at the service level with input from staff, provided that they incorporate appropriate BQIP items, thereby ensuring strategic alignment	Service Managers report to their line manager.	Usually revised annually following the Business Plan.
Individual Staff	Individual Work Plans*.	Agreed with supervisor and based on functions and responsibilities contained in job descriptions and relevant items in the Business & Quality Improvement Plan.	Individuals with supervisor at regular intervals and performance appraisals.	Usually revised annually following the Business Plan.

*** Service Plans and Individual Work Plans may not be mandatory.**