

### WHAT IS ANNUAL PROJECT PLANNING?

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Annual Project Planning is a facilitated activity that should be undertaken by every management team once-a-year to plan their projects for the coming 12 months.

#### Typical contents

- (1) Identify all the projects that need to be carried out over the next 12 months
- (2) Prioritise
- (3) Allocate a Champion and Project Leader
- (4) Identify timescales
- (5) Identify who needs to be involved
- (6) Plan how the resulting projects will be monitored and steered
- (7) Start work on remits

#### Who should attend?

The whole management team.

#### Typical duration

½-a-day to a full day.

#### The bigger picture

This activity can be carried out as part of a more in-depth *Team Event*.

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### THE PROCESS

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#### Stage 1 - Planning meeting

We will hold a meeting to find out the background, work carried out so far and scope the day.

#### Stage 2 - Proposal

We will prepare a proposal outlining the structure and contents.

#### Stage 3 - Delivery

We run the session.

#### Stage 4 - Review meeting

Finally we will hold a review meeting to share reflections, review progress since the day and give guidance on next steps.