

# Annual Project Planning

## What is Annual Project Planning?

Annual Project Planning is a facilitated activity that should be undertaken by every management team once-a-year to identify and prioritise projects for the coming 12 months. This can be done at Corporate, Departmental and Team levels.

## Typical contents

- Identify all the projects that need to be carried out over the next 12 months
- Prioritise each project
- Allocate Champions and Project Leaders
- Identify timescales
- Identify who needs to be involved
- Plan how the resulting projects will be monitored and steered
- Start work on Project Remits - defining the aims, inclusions and exclusions for each project

## Who should attend?

The leader of the team and their Direct Reports.

## Typical duration

Half-a-day to a full day.

## How we work with you

**Stage 1 - Planning meeting** - We will come along and meet the leader 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 - Facilitation of the event** - We run the event working closely with the leader throughout.

**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.

## Use your own Facilitators

If we have trained Facilitators in your organisation, they can carry out this assignment for you.

## More information

See section 10 of The Complete Guide to Improvement.