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

What are the outputs?

There are three outputs:

(1) A Project Steering Grid
A list of live and planned projects for the coming 12 months. The Project Steering Grid contains high-level details about each project.

(2) A Project Park
A waiting list of projects that are not currently a priority.

(3) A list of projects to be pushed up/down the organisation or to other teams

The first two of these are used over the coming year to steer the projects.

Who should attend?

The leader of the team and their Direct Reports.

Typical duration

Half-a-day to a full day.

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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 run through our 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.

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