

Executive Board Meeting

29 Jan 2008

Agenda item no. 8

Prepared by: Roger Garland

Date: 23 Jan 2008

Topic: ICOM Australia plan template

1. Recommendation

That the Executive Board review, comment and approve as appropriate the attached draft plan template.

2. Background

- 2.1 The Business Priorities for 2008 identify the need to develop a number of plans.
- 2.2 To facilitate and simplify the drafting of plans a basic template might be of assistance.

3. Issues

- 3.1 A standardised approach would support ease of development, implementation and reporting.
- 3.2 The template can easily be adapted to monitor and report the implementation of the plan.

4. Attachments

ICOM Australia Draft plan template (version 0.a)

<Title> Plan – <year>

Version <x.x> Released d mmm yyyy

Prepared by: <name>, <ICOM Australia honorary position>

1. Purpose

1.1 Link to Strategic Priority 2008-2010

This plan supports strategic priority <no.> <strategic priority title>

1.2 Link to Business Priority <year>

This plan supports business priority <no.> <strategic priority title> for <year>

2. Action table

Action/activity	Outputs	Who	By when	Outcomes	Comments
<i>Description of planned action, activity, project etc</i>	<i>The quantified services or products to be delivered by the action/activity</i>	<i>The responsible person for the activity/action</i>	<i>The target completion date for the action/activity</i>	<i>The benefits and other long-term changes that are sought from this action/activity. Plan outcomes are achieved from the utilisation of the outputs delivered under the plan.</i>	