**Operational Plan**

Identifies the performance targets of individual business units and the way in which the targets will be achieved.

Discuss, clarify, confirm, monitor, review, reassess work expectations and requirements.

**SMARTER Goals: Specific, Measureable - me, Achievable – challenging, Realistic & responsible, Timely, Empower & encourage, Review & reward**

“What, when, where, how, who, evaluation.”

Team:

Strategic Purpose: Senior Phase Network sub group B

**Date: 7th Sept 2011**

**Review Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Result Area/ Goals** | **Key Performance Indicators**  **Quality, Quantity, Measurable** | **Strategies / Action** | **When By**  **Specifics** | **By Whom**  **Specifics** |
| 1.1 Broker a partnership at the end of the school year to support school transition teams and provide information and networking opportunities.  1.2 Identify and invite key regional employers, such as CSQ, MSQ, Aerospace AU,  Racing QLD, MBRC,  Clubs QLD<,BNIT,  Metro North health etc  1.3 Identify a sponsor and champion for the event.  (Busy@work)  1.4 Identify a venue from an existing partner  1.5 Assist partners with planning & communication  1.6 Assist with the hosting of the event  Provide review sheet for attendees at conclusion of the event and feed back to members  1.6 Review the feedback and post to attendees. | 1.1 The planned forum is held and attended by up to 80 staff in teams from across the region  1.2 Key Industries in MBRC region are identified and engaged with the group and given a template for engagement  1.3 Sponsor to put up funding  1.4 Quality venue and hospitality in central location within Moreton  1.5 Expanded knowledge of all participants In regard to industry opportunities and transition to work networks  1.6 Quality of the review feedback will quantify success or otherwise of the event  Obtaining positive feedback and comments | 1.1 Identify and engage sponsor  Venue identified  Communication pathway to providers and end users established  1.2 Engage industry partners  List established and contacted  Industry & Business presentations and network meetings at the forum. New connectors identified and engaged: Racing QLD, Clubs Qld.  1.3 Engage with and design a quality program  1.4 Engage Mueller College  1.5 Format designed to support outcomes  1.6 Design a review sheet to accurately capture feedback.  Deliver a quality program | 9th Sept  9th Sept  1st November  21 Sept  9th Sept  ongoing  23rd November  30th November | TM  Organising team: Busy, MSHS, QYIL PB, DET  TM  Organising partners, Industry attendees and SPN school teams  TM  All attendees  Busy@work and TM |
| 2. |  | 2.1  2.2  2.3 |  |  |
| 3. |  | 3.1  3.2  3.3 |  |  |
| 4. |  | 4.1  4.2  4.3 |  |  |
| 5. |  | 5.1  5.2  5.3 |  |  |
| 6. |  | 6.1  6.2  6.3 |  |  |

Development Plan

Records the career & professional development goals of the individual.

Identifies gaps in experience and skills

Determines strategies and timelines to implement professional development.

Name:

Strategic Career Objective:

Date:

Review Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skill Area Goals**  **(SMARTER)** | **Justification** | **Strategy**  **( How improvement will occur)** | **When By**  **Specifics** | **By Whom**  **Specifics** |
| 1. |  | 1.1  1.2 |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |