**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 etc1.3 Identify a sponsor and champion for the event.(Busy@work)1.4 Identify a venue from an existing partner1.5 Assist partners with planning & communication1.6 Assist with the hosting of the eventProvide review sheet for attendees at conclusion of the event and feed back to members1.6 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 region1.2 Key Industries in MBRC region are identified and engaged with the group and given a template for engagement1.3 Sponsor to put up funding1.4 Quality venue and hospitality in central location within Moreton1.5 Expanded knowledge of all participants In regard to industry opportunities and transition to work networks1.6 Quality of the review feedback will quantify success or otherwise of the eventObtaining positive feedback and comments | 1.1 Identify and engage sponsor Venue identified Communication pathway to providers and end users established1.2 Engage industry partnersList established and contactedIndustry & 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 program1.4 Engage Mueller College1.5 Format designed to support outcomes1.6 Design a review sheet to accurately capture feedback.Deliver a quality program | 9th Sept9th Sept1st November21 Sept9th Septongoing23rd November30th November | TMOrganising team: Busy, MSHS, QYIL PB, DETTMOrganising partners, Industry attendees and SPN school teamsTMAll attendeesBusy@work and TM |
| 2. |  | 2.12.22.3 |  |  |
| 3. |  | 3.13.23.3 |  |  |
| 4. |  | 4.14.24.3 |  |  |
| 5. |  | 5.15.25.3 |  |  |
| 6. |  | 6.16.26.3 |  |  |

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. |  | 1.11.2 |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |