

## **PROCEDURE FOR A BUSINESS PLANNING PROCESS**

### **1. Purpose**

The purpose of this procedure is to assure that the DSRA maintains a focus on its stated mission by using a formalized business planning process to establish goals and objectives consistent with its stated mission and then implementing specific action plans geared to accomplish those goals and objectives.

### **2. Scope**

The scope of this procedure covers all aspects of the business planning process to include: an annual review of the DSRA Mission Statement and Key Strategies with modifications made as necessary; development of a list of DSRA goals and objectives for the year; establishment of specific action plans for each goal with defined responsibilities and timeline; a formalized process for tracking, reporting, and communication of the action plan progress; and a feedback process to verify the effectiveness of the action plans on achieving the DSRA goals and objectives.

### **3. Responsibilities**

While it is the responsibility of every DSRA Member to participate and contribute in whatever manner possible for the accomplishment of DSRA goals and objectives, it is the responsibility of the DSRA Board of Directors to provide the leadership necessary to establish a focused direction and a conducive environment in which the DSRA members can effectively work. More specifically, it shall be the responsibility of the Vice-Chairperson of the DSRA Board of Directors to coordinate and oversee the business planning process as described in this procedure to assure that it is effectively carried out.

### **4. Process Steps**

- 4.1 During the first quarter of the calendar year the DSRA Board of Directors shall review the DSRA Mission Statement and list of Key Strategies as contained in DSRAPOL 004 to assure that they remain consistent with the needs of the DSRA membership. Surveys or other forms of communications may be used by the Board to solicit input from the membership. Any changes made to these documents shall be communicated to the membership.
- 4.2 From the DSRA Mission Statement and list of Key Strategies updated as may have been necessary and with input from DSRA Committees and DSRA membership, a list of specific goals and objectives for the calendar year are developed by the DSRA Board of Directors. Each goal shall have an individual Board Member identified as a "Champion" for that goal.
- 4.3 Each goal Champion shall then be responsible for soliciting input and developing a list of specific action plans for their goal. Each action plan shall identify persons or committees responsible for carrying out each action plan and a timeline in which the action plan is to be accomplished. Each action plan shall also identify an expected outcome which is both quantifiable and measurable.

- 4.4 It shall be the responsibility of the DSRA Board of Directors Vice-Chairperson to coordinate these activities by collecting these action plans from each Champion and assuring that they are all on a standard form as provided by this procedure. The Vice Chairperson shall also see that the action plan status is kept up to date on the standard tracking form and progress is reported to the Board and DSRA Members as necessary.
- 4.5 Each goal Champion shall assure that they have the resources necessary to implement each action plan and shall provide the leadership necessary to those resources. Each Champion shall assure that the progress on each action item is tracked on the standard format and reported to the Vice Chairperson for consolidation and communication.
- 4.6 As action plans are completed and the results measured, The DSRA Board of Directors shall monitor the impact of the action plan results on the DSRA goals and objectives to assure that the action plans have had their desired effects. The development, implementation and monitoring of action plans and their results is a continuous process throughout the year.
- 4.7 The overall results of this process for one year shall be used by the Board as input into the next year's business planning process.

## **5. Record Keeping Requirements**

The list of goals and objectives developed annually along with the Action Plan Tracking Sheets that are developed for each goal and objective are all kept as records by the DSRA Vice-Chairperson or designee and are subject to audit any time.

## **6. Forms**

Action Plan Tracking Sheet: DSRAFORM 105A

## **7. Glossary**

**Business Planning:** A never ending cyclic process in which an organization's Mission and Key Strategies remain constant but its specific goals and action plans are reviewed, adjusted and set for the upcoming year based upon a changing environment in which the organization operates and the measure of success achieved by the organization during the previous year.

**Champion:** A person of authority in an organization who has not only a vested interest but also a passion for seeing that a specific goal of the organization is achieved and uses that authority to assemble and lead the resources necessary to accomplish that goal through defined and specific action plans.

## **8. References**

DSRA Bylaws

DSRA Mission Statement and List of Key Strategies: DSRAPOL 004

## **9. Change History Log**

<b>REV</b>	<b>APPROVED</b>	<b>DESCRIPTION OF CHANGE</b>
000	3/18/2010	Initial application for DSRAPROC 105
000	3/18/2010	Initial application for DSRAFORM 105A