

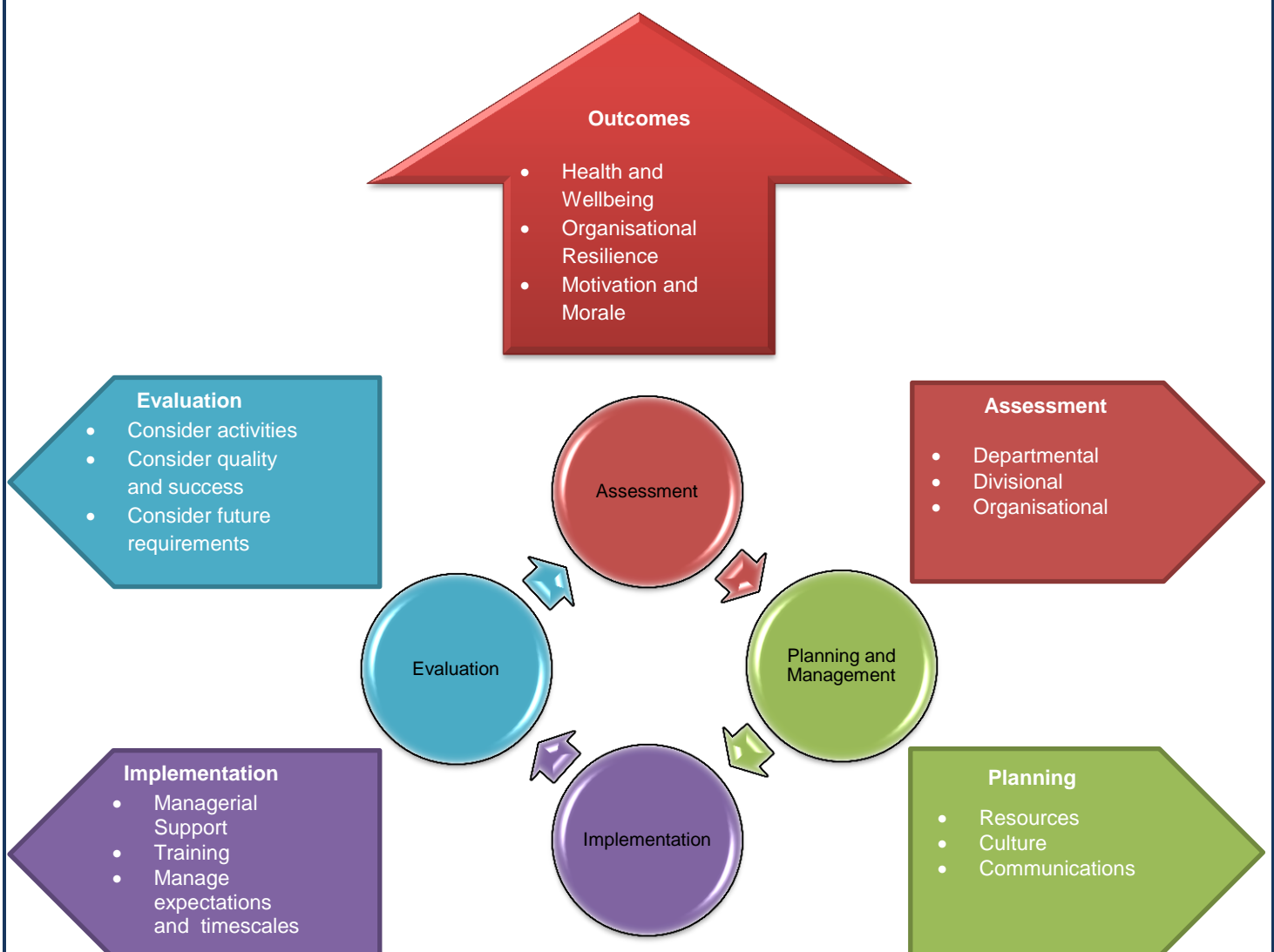
PLANNING TOOLS

The planning tools are a companion guide to the wellbeing framework and have been designed to assist organisations to consider both at a strategic and tactical level.

In both the strategic and tactical planning it is key to determine the goals of the actions taken and whilst these maybe quantitative or qualitative in nature it is recognised that they need to be tailored to what will work for your organisation.

Therefore when evidencing the framework it is noted that some flexibility will be required in the interpretation of the elements and it is anticipated that the use of these planning tools will assist organisations to provide plans which utilise the framework whilst enabling local delivery options.

Through the assessment, planning, implementation and evaluation process organisations will be able to influence the overall wellbeing plan and maximise the impact and encourage long lasting changes and engagement in local areas.



STRATEGIC PLANNING TEMPLATE – TIMESCALES 3 TO 5 YEARS

The Strategic Plan should enable you to assess your current situation by considering your Journey so far, the approach taken and what is needed in the next 3-5 years. It will need to consider the resources required to deliver the key elements and identify the Critical Success Factors

Consider;

- What is our focus and how will this be achieved
- How will we approach delivery
- Where do we want to go and what do we want to enhance
- How will this provide clarity of purpose
- Has it included an assessment of current workplace environment (policies, procedures and infrastructure)
- Does the plan reflect the multi-dimensional nature of wellbeing in our organisation
- Is it achievable
- Have benchmarks been established
- Does it build on existing knowledge and resources

Key Area:					Strategic Objective		
Area ID	Influences	Stakeholders	Key Drivers	Readiness	Mechanisms for Change	Strategic Outcome	

TACTICAL DELIVERY PLAN TEMPLATE – TIME PERIOD CURRENT TO 3 YEARS

- Within the tactical delivery plan, it is worth considering what the programme of activities will be, how they will be implemented, what engagement is required and what the risk management strategy for implementation is. In addition, a method of evaluation should be considered

Consider;

- In what ways can our division/area support the Strategic vision for wellbeing
- What themes and strategies of the strategic plan can our division/area support
- What goals and objectives can we undertake to help achieve them
- Potential impact of the outcome on the strategy and tactical plan
- What are best practices in our field/discipline
- Is it dynamic and able to reflect changes in circumstances
- What are the key priorities of our division/area
- Meeting what specific objectives will help us fulfil these goals
- What does each individual goal “look like” if completed? How can we measure this completion
- Probability of the outcome occurring
- What will we do if things do not turn out the way I anticipate

Area ID	Activity	Purpose of Activity	Outcome	By Who	Priority	By When	Monitoring	Progress