

Procedure - Strategic Planning

1. Preamble

The purpose of the strategic plan procedure is to outline the steps that Cairnmillar Institute (Institute) takes to capture, prioritise, review and evaluate opportunities for growth and improvement that promote its mission and vision and to align with the strategic initiatives of the Institute.

2. Parent Policy

FSP003 Strategic Plan Policy

3. Guidelines

The strategic plan will be developed, reviewed, shared, and updated according to the following processes:

1. The CEO will appoint a task force to lead the development of the strategic plan. The time scope for the strategic plan will be identified, with a recommended interval of three years.
2. A preliminary draft of the strategic plan will be prepared by the task force. This process may include consultation with representatives across all areas of Cairnmillar personnel. The preliminary draft will identify one or more themes or domains, representing areas of focus for the Institute to move forward strategically over the defined interval. Each theme or domain will include one or more objectives that further define the theme.
3. The preliminary draft will be reviewed and amended by the senior executive team, then made available to stakeholders for comment.
 - a. Stakeholders will include, but not necessarily limited to: students, Council, Academic Board, staff, and community partners and clients (where relevant).
 - b. The comment period will be at least thirty days and may be conducted online.
4. Comments from stakeholders will be reviewed and collated by the task force and a report will be shared with the senior administrative team. Comments will be utilized by the task force to prepare a final draft of the strategic plan.
5. The final draft will be presented to the Council for review and approval.
6. The approved strategic plan will be made available publicly on the Institute's website.
7. Development of measurable steps and outcomes will be the responsibility of appropriate individuals, units, or departments. A document will be developed by the task force to capture these steps and outcomes, and may be used by the executive team to review progress on the strategic plan.
8. The goals and KPIs for each year will be agreed by executive and endorsed by Council of the Institute for the following year.
9. Each year the performance of the Institute will be reviewed against the agreed goals and KPIs and a detailed report will be presented to Council. This together with goals and targets for the following year will inform the allocation of budgets and resources.

4. Related Documents

Schedule – Strategic Planning Process
Schedule – Business/Operational Planning Process