**5 Year Plan: 2020-2024**

|  |  |
| --- | --- |
| For Department: |  |
| Completed by: |  |
| Date: |  |
| Version: |  |

**Our 2024 Vision**

**Context and background**

Optional section, useful if you are sharing the plan with corporate leaders who might not know what challenges you are facing. Put some narrative in here about your progress so far, challenges, business problems that your 5 year plan is likely to solve, strengths and weaknesses of the existing department etc.

In 5 years, our department will look like/be/have:

* No vacancies
* A mature approach to managing project initiation including a formal process for business case approval for projects of every size
* Etc
* Etc
* Etc

To achieve this we need to:

* Develop a business case approval process
* Set up a committee
* Do some other stuff
* Identify vacancies and recruit into them
* And more things but keep it relatively high level
* Let’s have around 8-10 biggish deliverables

**Milestones for the journey**

|  |  |
| --- | --- |
| 2020 | * Department organisation chart created * All jobs to have job descriptions * Business case process drafted and approved |
| 2021 | * Adverts written * Business case process in use for major projects |
| 2022 | * Business case process in use for medium projects |
| 2023 | * Some relevant milestones in here * And here |
| 2024 | * Few more milestones in here, although by this point it could be hard to document them with any clarity – it is quite far in the future after all. |

**How we will measure success**

These are the success criteria we expect to see at the end of the 5 year plan:

* Reduction in staff turnover by 15%
* Some other measures in here. Add as much detail as is appropriate. Link to milestones if you think that’s achievable, or if they are more general, just make a list. The point is to have some measures so you can track whether you are on track during the 5 years, so make sure the success criteria are measurable.

**Key risks**

* There is a risk that we will not secure the investment in Project X to enable the work to go forward.
* There is a risk that our business case process will not be approved by the Board and having to rework the project kick off process will delay our ability to deliver on this plan.
* Here’s another risk.
* Talk about the risks with your team as you are putting together the strategy and see what else might stop you achieving your goals.

**Dependencies**

In order to achieve this 5 year plan we are dependent on:

* Put some dependencies in here e.g. funding, resourcing, other projects, development of policies, national sign off, external dependencies e.g. regulation etc.

**Financial requirements**

If you can work it out, add some costs in for the delivery of your milestones. This is normally quite difficult, because you are planning ahead with hardly any information at this point – it’s a vision document, not a business case. However, you should try to make the whole document reasonable. Don’t include things that are going to cost millions, or if they do, justify the costs here.

Include any fixed costs you already know about e.g. if your goal is to increase the staff in the department by 5 people, add in the costs of 5 people and note that these costs will be phased if you are ramping up recruitment over the years.

Equally, if there is anything you can add about cost savings e.g. if one of your goals is to outsource a service or close an office and that will incur redundancies, put the cost savings in here.