***WHO SHOULD BE INVOLVED AND TIMETABLE***

These templates can help you see where other members of the organisation need to deliver sections or information for you to complete the plan and for you and the organisation to deliver it successfully.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   | **Mission & Aims** | **Setting Objectives** | **Context & Market** | **Financial Forecasting** | **Resource Implication** | **Agree Timescale** | **Monitoring & Risk** |
|
| **Board/Management Committee** |   |   |   |   |   |   |   |
| **Senior Management** |   |   |   |   |   |   |   |
| **Education** |   |   |   |   |   |   |   |
| **Administration** |   |   |   |   |   |   |   |
| **Finance** |   |   |   |   |   |   |   |
| **Marketing** |   |   |   |   |   |   |   |
| **Front of House/Reception** |   |   |   |   |   |   |   |
| **Box Office/Sales** |   |   |   |   |   |   |   |
| **Catering/Bars** |   |   |   |   |   |   |   |
| **Technical** |   |   |   |   |   |   |   |
| **Volunteers** |   |   |   |   |   |   |   |
| **Friends/Supporters** |   |   |   |   |   |   |   |
| **External advisors & partners** |   |   |   |   |   |   |   |

This template will help you schedule the work that need to be done to develop and complete the Business plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who** | **Dates & Deadlines** | **Activity** | Date Assigned | Date completed |
| Board/Staff/Advisers |   | Group meeting; vision & mission; objectives/SWOT and PEST analysis  |   |   |
| Lead writer/Adviser |   | Agree schedule and submissions |   |   |
| Lead writer/Adviser |  | Submissions from individual departments/colleagues |  |  |
| Lead writer/HODs |   | Market & economic appraisalsMarketing strategy |   |   |
| Lead writer/Adviser |   | Risk assessment, evaluation of resource implications |   |   |
| Staff |   | Group meeting; refine vision & mission, agree objectives |   |   |
| Lead writer/All |   | Production of draft & circulation for comment |   |   |