

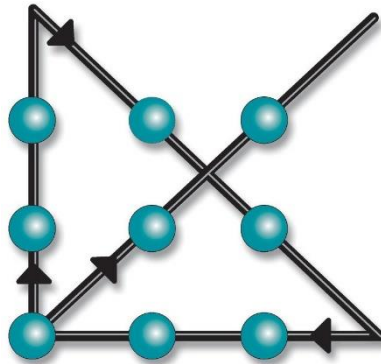
# Departmental Planning Process

## CMI'S Process for Strategic Planning

My company

My name

My department



# CMI

### *Strategic Planning For Today's Challenging Business Environment*

*These worksheets are designed to allow you to complete the past year and open up the possibility of the next year. It directs your attention and thinking to critical areas. It is not a guarantee. However, it is an opportunity to think through and focus your activity. Take as much space as you need. Do not be limited by the space we gave you.*

1103 Westgate Street ♦ Suite 305 ♦ Oak Park, IL 60301

Phone: 708 383-7970 ♦ 800 883-7995

Web Site: [www.cmiteamwork.com](http://www.cmiteamwork.com) ♦ E-mail: [bhodes@cmiteamwork.com](mailto:bhodes@cmiteamwork.com)



## Review the past year

### Achievements/successes for the past year

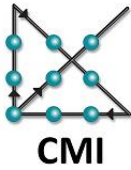
1.	
2.	
3.	
4.	

### Disappointments for the past year

1.	
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### What did we learn as a department in the past year?

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**As a department how did we support the mission and demonstrate the values of the company?**

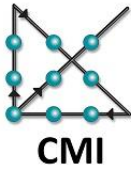
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**How did we as a department support the corporate initiatives?**

1.	
2.	
3.	
4.	
5.	

**What critical issues face us over the next 12-18 months?**

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### What are our departmental strengths?

1.	
2.	
3.	
4.	

### What are our departmental weaknesses?

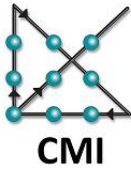
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### How is the Department fixing its underlined Strengths and Weaknesses?

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### What ideas would improve the department's customer service towards internal customers and external customers?

1.	
2.	



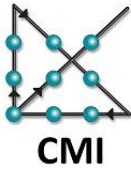
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	

### Opportunities facing the department

Opportunities	Bottom line	Can we do it?	Leadership effort	Risk

### Scale

Bottom line value: 1-10, with 1 = very low  
 Can we do it? 0% - 100%  
 Leadership effort: High, moderate or low  
 Risk: High, moderate or low



## Looking at the Future Year

How are we as a Department going to support the mission and values of the Company?

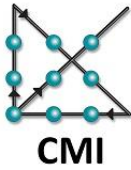
1.	
2.	
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How are we going to support the corporate initiatives?

1.	
2.	
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Which of the critical issues facing us are we dealing with?

1.	
2.	
3.	
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5.	
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**Which of the strengths and weaknesses do we need to deal with in the next year?**

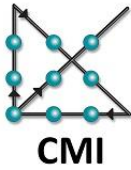
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**What unresolved issues face the department - How will we resolve them?**

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**What is the Departmental WIG?**

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4.	



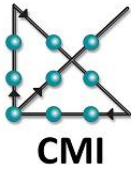
What are the department's clear measurable objectives for the next year? (No more than 10)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

What objectives need action plans and who is writing them? Who are the champions of the objectives?

Action Plans		Who Is Writing Them?
1.		
2.		
3.		
4.		





5.		
6.		
7.		
8.		
9.		
10.		

**What individual and group projects and commitments are you committing to?**

1.	
2.	
3.	
4.	

**What is the Department Training and Development Plan?**

1.	
2.	
3.	
4.	

**What is the department's meeting structure? When? Who sets the agenda?**

1.	
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2.	
3.	
4.	

**What are the department's ground rules?**

1.	
2.	
3.	
4.	
5.	