**Operational Plan**

Identifies the performance targets of individual business units and the way in which the targets will be achieved.

Discuss, clarify, confirm, monitor, review, reassess work expectations and requirements.

**SMARTER Goals: Specific, Measureable - me, Achievable – challenging, Realistic & responsible, Timely, Empower & encourage, Review & reward**

“What, when, where, how, who, evaluation.”

Team:

Strategic Purpose: Northern Corridor Partnership

**Date: 30th September 2011**

**Review Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Result Area/ Goals** | **Key Performance Indicators**  **Quality, Quantity, Measurable** | **Strategies / Action** | **When By**  **Specifics** | **By Whom**  **Specifics** |
| 1. Bring together a key strategic group of stakeholders to address the issues identified by a due diligence of new residential and commercial-Industrial development occurring within the next 15 years between Noosa and Brisbane City | * 1. The degree to which rapport is established with stakeholders   2. The quality of the Due Diligence completed   3. The number of stakeholders attending the forums. | * 1. Complete a comprehensive due diligence around development from Noosa to Inner Brisbane   2. Select the key connectors who would be concerned with the information and invite to a forum.   3. Identify a champion/champions to fund the initiatives   1.4 Prepare a suitable presentation and send the invitation | May 2011  July 2011  July 2011  August 2011 | TM  TM/GT  GT/TM  TM/GT |
| 1. Hold a successful forum to dissect the information contained in the presentation | 1. The quality of the discussion   2.1 The outcome of the meeting to identify another meeting date to continue discussions and to identify new influential members | 2.1 Prepare a sound process and presentation to stimulate discussion  2.2 Provide opportunity for open discussion  2.3 Encourage networking to occur  2.4 Request another meeting in 6 weeks.  2.4 Send comprehensive report | Mid August 2011  16th August  18th August  18th August  30th August | TM  TM/GT  TM/GT  TM/GT  TM |
| 1. Identify another date, agenda and place for forum 2 | The number of stakeholders who return  The number of new stakeholders present | * 1. Send invitation to all interested stakeholders   2. Source funding   3. Prepare an agenda   3.2  3.3 | 26th September | TM |
| 1. Hold the second forum | The number of stakeholders who attend | 4.1 see above  4.2  4.3 | 13th October | TM |
| 1. Ownership of the agenda by the group and a willingness to move ahead with their own agenda | The fact that there will be another meeting arranged by the stakeholders. | * 1. Chair and lead the meeting to a successful conclusion, whatever the outcome might be   2. Send comprehensive report and recommendations to members   5.2 A third forum requested: PB to identify and engage speakers  5.3 | 13th October  1st November  15th November | TM  TM  TM |
| 1. Either nothing, or a further course of action identified by the group | The number of major partners willing to commit time and Knowledge to the partnership” ATC, NBN, Redcliffe Rail, Stockland. | 6.1 Plan another forum to deal with increased knowledge of the issues  6.2 Engage these 4 corporations to speak at next meeting  6.3 | 28th Nov  28th Nov | TM KM from DEEWR  TM, Malcolm Paterson (RRL), Dane McCracken, (ATC), Ben Simpson, (Stockland), Rohan Anderson (NBN) |

Development Plan

Records the career & professional development goals of the individual.

Identifies gaps in experience and skills

Determines strategies and timelines to implement professional development.

Name:

Strategic Career Objective:

Date:

Review Date:

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| --- | --- | --- | --- | --- |
| **Key Skill Area Goals**  **(SMARTER)** | **Justification** | **Strategy**  **( How improvement will occur)** | **When By**  **Specifics** | **By Whom**  **Specifics** |
| 1. |  | 1.1  1.2 |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |