

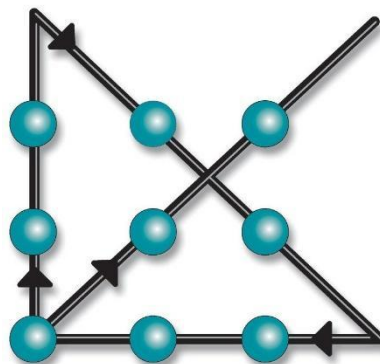
Departmental Planning Process

CMI'S Process for Strategic Planning

My company

My name

My department



CMI

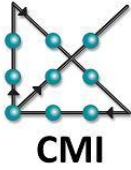
Strategic Planning For Today's Challenging Business Environment

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.

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Review the past year

Achievements/successes for the past year.

1.	
2.	
3.	
4.	

Disappointments for the past year.

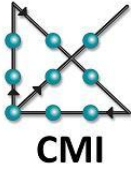
1.	
2.	
3.	
4.	

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

1.	
2.	
3.	
4.	

How did we as a department support the corporate initiatives?

1.	
2.	



3.	
4.	
5.	

In 2022, What are we going to start doing?

1.	
2.	
3.	
4.	
5.	

In 2022, What are we going to stop doing?

1.	
2.	
3.	
4.	
5.	

In 2022, What will we keep doing?

1.	
2.	



3.	
4.	
5.	

What critical issues face us over the next year?

1.	
2.	
3.	
4.	
5.	

Do a SWOT on your Department

Strengths, weaknesses, threats, and opportunities

What are our departmental strengths? Underline the ones that you want to build on.

1.	
2.	
3.	
4.	



What are our departmental weaknesses? Underline the ones that are critical to be improved.

1.	
2.	
3.	
4.	

How will your department enhance underlined strengths and improve underlined weaknesses?

1.	
2.	
3.	
4.	

What threats face the department and underline the ones that need to be dealt with?

1.	
2.	
3.	
4.	



What opportunities face the department and underline the ones that you are acting on?

1.	
2.	
3.	
4.	

How will your department improve its underlined threats and capitalize on its opportunities?

1.	
2.	
3.	
4.	

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

1.	
2.	
3.	
4.	

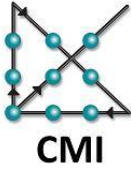


Opportunities facing the department

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 going to support the corporate initiatives?

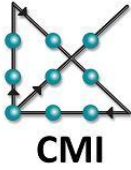
1.	
2.	
3.	
4.	

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

1.	
2.	
3.	
4.	
5.	

Which of the strengths, weaknesses, opportunities, and threats are we dealing with and how are we dealing with them ? Next year?

1.	
2.	
3.	
4.	



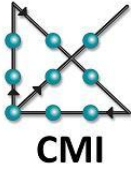
What unresolved issues face the department? How will we resolve them?

1.	
2.	
3.	
4.	

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 is the Department Training and Development Plan?

1.	
2.	
3.	
4.	

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

1.	
2.	
3.	
4.	

What are the department's ground rules?

1.	
2.	
3.	
4.	