


Appendix 1: Business planning timetable

Activity	Date Started	Date Completed
Delivery plan signed off	21/09/21	21/09/21
Kick off meeting with PM's and Resource Managers	11/09/21	11/09/21
SMG kick off meeting	18/09/21	18/09/21
Strategic & Business Planning Session 1	06/10/21	06/10/21
- BP format and structure agreed - start /continue work on business planning	06/10/21	06/10/21
- Working' financial model agreed	06/10/21	06/10/21
Business cases new/continuing programmes and projects	07/10/21	19/11/21
1 st Draft Business Plan	11/10/21	19/01/22
Draft directorate plans for continuous improvement activities	22/10/21	03/12/21
Business Cases for continuous improvement activities	22/10/21	03/12/21
Headline info on spending review	29/10/21	29/10/21
Budget templates issued to budget holders	01/11/21	05/11/21
Finance planning meetings with budget holders to complete budget templates.	01/11/21	26/11/21
Stakeholder Engagement - MHRA meeting	10/11/21	10/11/21
Strategy Development Session	17/11/21	17/11/21
Strategy production	18/11/21	30/12/21
Business case review by SME's	22/11/21	03/12/21
Completed budget templates returned to Finance	26/11/21	26/11/21
Business Planning Session 2	01/12/21	01/12/21
- Response to board feedback	01/12/21	01/12/21
- Financial planning session	01/12/21	01/12/21
Response by SRO's/Business Case Owners	06/12/21	10/12/21
Directorate Plans and associated Business Cases reviewed by SME's	06/12/21	14/12/21
Prepare Golden Ticket items	08/12/21	24/12/21
Overview report collated by CPO	13/12/21	16/12/21
Draft budget compiled.	15/12/21	15/12/21
Business Case Owners complete prioritisation grid for own business cases	16/12/21	16/12/21
Exec Team complete prioritisation grid for all business cases	22/12/21	22/12/21
Further work on Directorate Plans	03/01/22	28/01/22
Business Planning Session 3 – full day workshop	05/01/22	05/01/22
- Appraisal of business cases	05/01/22	05/01/22
Scenario planning and prioritisation	06/01/22	04/02/22
Further work on business cases and budget	13/01/22	04/02/22
Initial strategy sign off by Board	19/01/22	19/01/22
1 st Draft Business Plan to the Board	19/01/22	19/01/22
Socialisation of strategy	20/01/22	04/03/22
Review and update Business Plan (in light of Board discussion)	20/01/22	31/03/31
Papers prepared for planning session	07/02/22	10/02/22
Scenario planning and prioritisation phase 2	16/02/22	04/03/22
Business Planning Session 4	16/02/22	16/02/22
- BP, Directorate Plans, Portfolio, Strategy	16/02/22	16/02/22
Joint AMS event	17/02/22	17/02/22
Exec Committee sign off strategy/business/portfolio/directorate plans	22/02/22	22/02/22

 Milestone

 Planning / strategy session