



Title:	Strategic Planning		
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1. PURPOSE

This SOP clearly outlines the process for developing, implementing, reviewing and ongoing monitoring of CLS’s strategic Plan.

2. SCOPE

The strategic plan applies to all processes within the organisation.

3. RESPONSIBILITIES

It is the responsibility of leadership to initiate and drive the strategic planning process. At CLS the norm is that the strategic plan is an ongoing and evolving set of actions that guide the organisation to achieve its goals. As such the approach adopts the Plan Do Check Act principle created by Edwards W Deming. This is outlined in **figure 1**. Below.

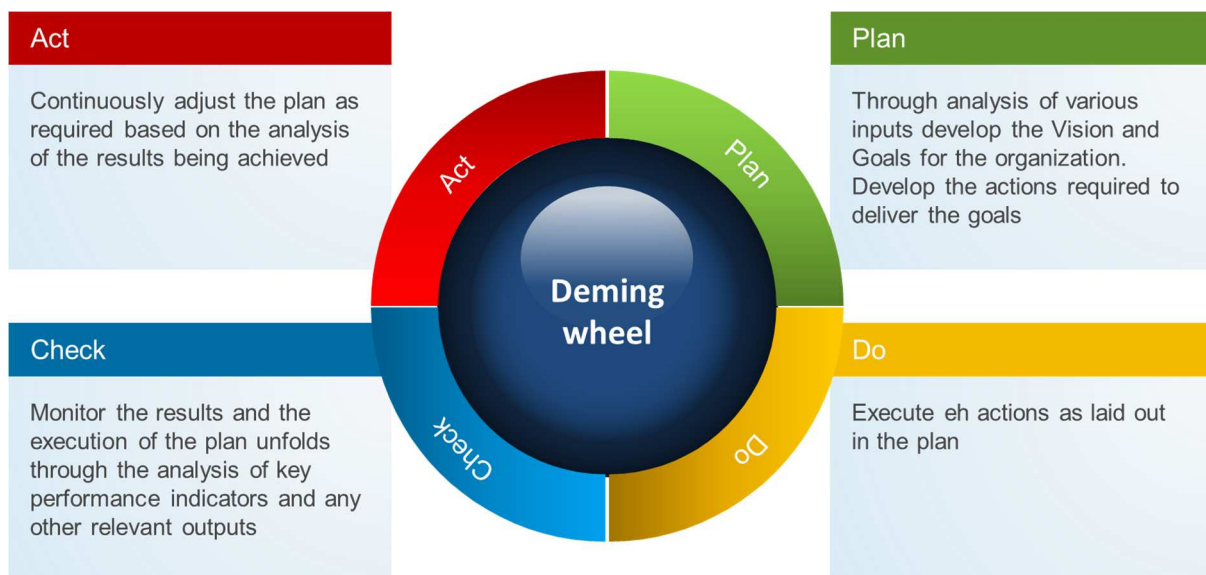



Figure 1. The demming wheel Plan DO Check Act

Having developed the strategic plan, execution of actions will become the responsibility of any member of staff to whom the action is assigned. Management will assess and assign. The monitoring of the execution of the plan is detailed in SOP 6 Self Evaluation Management Review and Continuous Improvement.

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4. PROCEDURE

4.1 Overview

CLS Strategic Planning Framework is outlined in **figure 2** below.

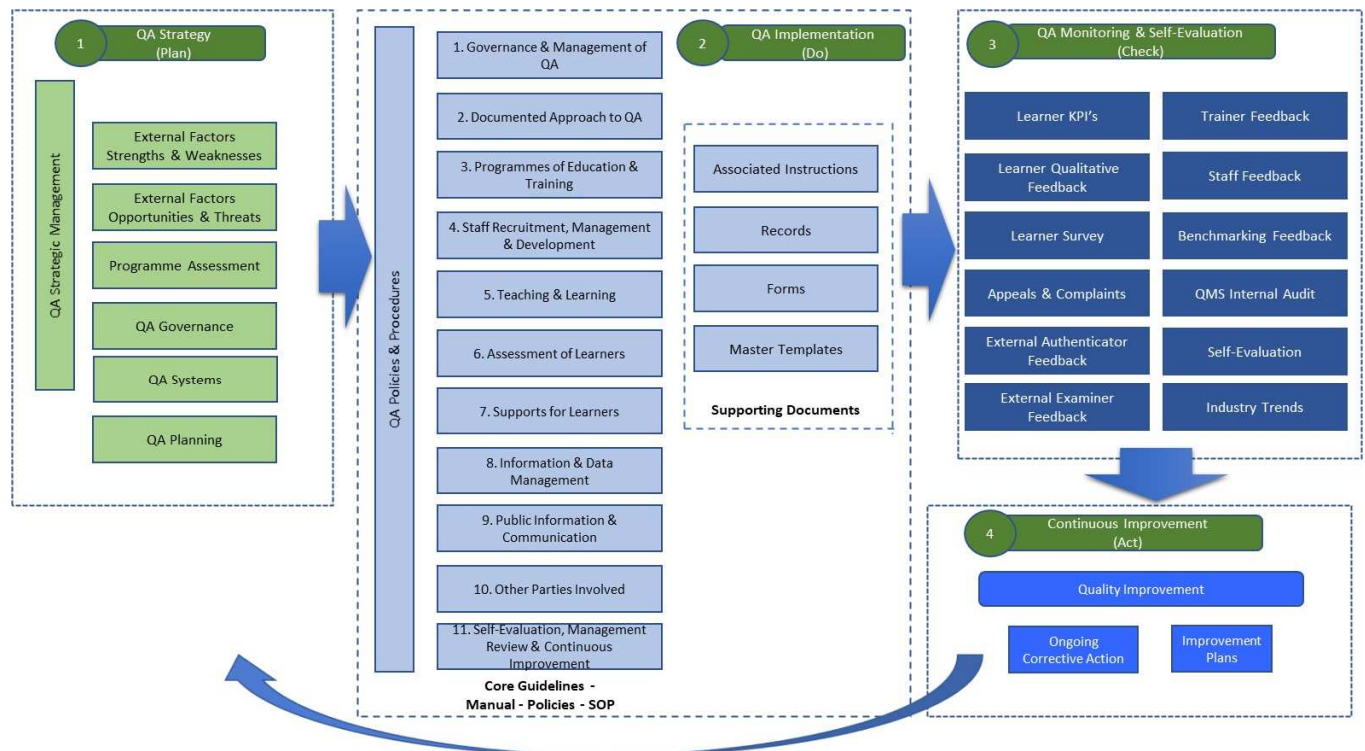



Figure 2 Strategic Planning Framework

4.1.1 Plan: Primary inputs into the strategic planning process include a SWOT analysis to determine external opportunities, threats and internal strengths and weaknesses of the organization. In addition, consideration is given to the feedback captured and provided by learners and staff on programme effectiveness. These inputs are carefully evaluated to formulate a vision and set of goals which allow the organization to take advantage of internal strengths and external opportunities. Similarly, the plan will address internal weakness and external threats.

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- 4.1.2 **DO:** Actions are assigned to the appropriate staff members. Execution is tracked through a strategy deployment process.
- 4.1.3 **Check:** As the plan is executed the impact on KPIs is monitored and evaluated through SOP 6 Self Evaluation Management Review and Continuous Improvement.
- 4.1.4 **Act:** Based on the results of the continuous evaluation the plan is updated as required, actions reassigned, and execution continues. This cycle will repeat until the objectives are met or are deemed no longer relevant.

5. ABBREVIATIONS AND DEFINITIONS

5.1 Abbreviations


Abbreviation	Description
N/A	

5.2 Definitions

Term	Definition
N/A	

6. RELATED DOCUMENTS



Doc ID	Title
SOP-6	Self-Evaluation, Management Review and Continuous Improvement

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7. SOP HISTORY

Revision #	Reason for Revision
1	Original Version.

8. DOCUMENT APPROVALS

Role	Name	Signature and Date
Author	Maria Ryan	 24/02/2022
Approver	Christy Murphy	 24/02/2022