


SAAA POLICIES & PROCEDURES	
	Reference / Name
	MGT 1.3.01-000 Business Planning.docm
	Revision No
	0
	Revision Date
	05-05-2017
	Owner
	MBP

Purpose

To ensure that the SAAA possesses an operating Business Plan that is current to within 6 months

Scope

Prepare, review, update and monitor the Business Plan and its delivery

Prerequisites


- a. Business Planning Model (see references below)

Responsibilities

- a. Custody and overall management of the Business Plan - Mgr Business Planning (MBP)
- b. Contributions to the development of task definition, targets and priorities – All National Councillors (as Portfolio Mgrs) and Technical & Administrative Support Team
- c. Preparation of task resource plan, work requests, budgets and AFEs as required and monitoring / management of task delivery – relevant Portfolio Mgr

Procedure

1. A Business Plan for each financial year beginning 1st July must prepared and issued in draft to the National Council by no later than 1st June each year and converted to approved for operational use across the organisation by no later than the first National Council Mtg of the financial year
2. A mid-year update to a prevailing business Plan must be issued in draft to National Council by no later than 1st December each year and converted to approved for operational use no later than the first National Council Mtg of the New Year
3. Business Plans and their mid-year updates must be approved for operational use by majority of a National Council quorum, which majority must include the SAAA Hon. Treasurer or alternate
4. The initial development of each Business Plan and related updates should ideally involve a group discussion of all key stakeholders (National Councillors as Portfolio Mgrs, and senior technical and administrative support advisors) to enable joint development of general strategy and identification of tasks, budgets, targets and resourcing.

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5. A prevailing Business Plan should be considered a live document and as such minor changes to reflect changing circumstances and requirements should be accommodated as may be approved from time to time at routine National Council Meetings.
6. Portfolio Mgrs should in the first instance apprise the Mgr Business Planning, and from time to time as appropriate the National Council Meetings, of any material changes to the status, progress and outcomes of tasks for which they are responsible. Otherwise, Portfolio Mgrs are responsible for independently managing the delivery of tasks for which they are responsible.
7. A summary extract of a prevailing Business Plan and its subsequent mid-year update should be published to the SAAA website once approved for operational use.

References

- a. Business Planning Model – the current Business Planning Model is an Excel based tool which provides for the development of goals, tasks, targets, priorities and compilation of budgets for revenues and expenditure by portfolio. The Business Plan (or any updates) is produced as a print directly from this Excel tool with no further post-processing required. The Business Planning tool is located on the SAAA file server.

Definitions

Acronym or Terminology	Concise definition or meaning
AFE	Authorisation for Expenditure
MBP	Prevailing SAAA Mgr Business Planning
Portfolio Mgr	A SAAA National Councillor appointed to manage a SAAA business portfolio