


SAAA POLICIES & PROCEDURES		
	Reference / Name	MGT 1.3.02-000 Short Term Activity Planning.docm
	Revision No	0
	Revision Date	05-05-2017
	Owner	MBP

Purpose

To ensure that the SAAA effectively manages short term tasks and their delivery.

Scope

Prepare, review, update and monitor short term tasks of import to the organization through the use of an activity Punch List (or equivalent tool).

Prerequisites

- a. Punch List tool (see references below)
- b. Tasks identified on the Punch List are incremental to any tasks / activities tabled in a prevailing Business Plan, and are generally short term activities with completion time frames of 1-2 weeks.

Responsibilities


- a. Custody and overall management of the Punch List - Mgr Business Planning
- b. Identification of tasks and their definition, targets, priority, actionee and status – All National Councillors (as Portfolio Mgrs), and Technical & Administrative Support Team members
- c. Delivery of tasks, and advice of any issues around delivery (lack of resources, delay etc) - Actionees

Procedure

1. The Punch List should be updated and circulated to National Councillors, senior technical and administrative support advisors and actionees at intervals of not less than 1 month and ideally within 1 week of any National Council Meetings.
2. All tasks of import to the organisation (i.e. generally to exclude personal tasks) that are identified through National Council / Portfolio Mgr / Advisor / Member discussions as may occur from time to time, and any formal and informal National Council Meetings that are not already included in a prevailing Business Plan should be recorded.

References

- a. Punch List Tool – the current Punch List Tool is an Excel based tool which provides for the recording of tasks and their associated targets, priorities, actionees and status. The Punch List file tool is located on the SAAA file server.

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Definitions

Acronym or Terminology	Concise definition or meaning
MBP	Prevailing SAAA Mgr Business Planning
Portfolio Mgr	SAAA National Councillors appointed as managers of SAAA business portfolios