

Template: Programme Outline For Annual Planning Workshop (528)

AGENDA

- Overview/Update (Open Africa)
- Route Update (Chairperson)
- Planning Framework Presentation
- Planning Process
- Monthly or Quarterly Action Plans

PLANNING PROCESS TEMPLATE

<u>Improvement/Development</u> (what measures will keep score and help you get better (#,%, \$))	<u>Focus</u> (what makes your route distinctive so that it achieves its purpose?)	<u>Attention</u> (how do you attract the attention of your audience?)
<u>Culture</u> (how do you govern and organise yourself to be self-sustainable and effective?)	<u>Purpose</u> (why do we exist?)	<u>Audience</u> (who are the people you want to attract to do transactions with?)
<u>Resources</u> (what are the people, systems and money you need to do it?)	<u>Transactions</u> (what do you get and what do you give in exchange for your services?)	<u>Desire</u> (what do you promise and what makes it impossible to say no?)