

Annual Business Plan 2010 - 2011 Process Timeline

Date	Committee / Meeting /Group	Item	Function
29/12/2009	Executive Team	Draft 4	for comment and ammendment
07/01/2010	TH	KPI / Metrics for items in APB	To support the development of Director Objectives 2010 /2011
18/01/2010	Executive Team	circulate Draft 5 with ET papers	in preparation for discussion at ET meeting
20/01/2010	ET Meeting	Discuss Draft 5	Develop draft 6
20/01/2010	Managers Meeting Point	Draft 6	to commence engagement of wider group in the development and ownership of the plan
25/01/2010	Operational Management Team	Draft 6	To start to engage the staff in the development and ownership of the plan
week commencing 25/01/2010	Locality Workshop - North	Draft 6	Engagement Plan (Golden Thread Timeline)
25/01/2010	Professional Heads	Draft 6	to commence consultation with professional staff and to seek comments / suggestions for inclusion
26/01/2010	Management Board	Draft 6	To continue the staff engagement in the development and ownership of the plan
28/01/2010	Trust Board	Draft 6	for information and comment
01/02/2010	SH / TH meeting		to agree process and extent of staff engagement in developing ABP and Team plans

week commencing 1/2/10	Locality workshop - Central	Draft 6	Engagement Plan (Golden Thread Timeline)
week commencing 1/2/10	Locality workshop - South	Draft 7	Engagement Plan (Golden Thread Timeline)
	OMT	Draft 7	Incorporation of comments to date
08/02/2010	Executive Team Meeting	Draft 7	For further iteration and development of Draft 8
17/02/2010	Managers Meeting point	Draft 8	for comment and noting
17/02/2010	Management Board	Draft 8	for comment and noting
23/02/2010	Trust Board	Draft 8	for comment
25/02/2010	OMT	Draft 9	for comment & final amendments
08/03/2010	DEADLINE FOR COMMENTS / AMENDMENTS		
15/03/2010	Executive Team	Final Draft	for approval
17/03/2010	Designer /Printer	Final Draft	for typesetting /design
17/03/2010	Trust Board	Final Draft / Proof	for approval and sign-off
25/03/2010	Designer / Printer	Approval	for printing
25/03/2010	Communications	Approved Plan	Publicise / circulate the approved plan internally
26/03/2010	Executive Team	Receive printed copy	approved plan internally for distribution via Communications
week commencing 05/04/2010	Staff Groups	Communications Plan	To comply with Golden Threads actions