

Federation University Annual Planning Calendar

Calendar of activities in a typical year

The following calendar describes the key planning and performance monitoring planning activities that would take place in a typical year. This calendar is designed to integrate strategic and operational planning with the annual budget cycle. Budget development will occur alongside operational planning and final budgets and plans will be aligned.

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Prior year performance analysis prepared												
VCST review overall prior year performance												
DVC's and COO meet with direct reports to review prior year performance												
Extended leadership team review and discuss outcome on current year plans												
Develop 5 year Strategic Plan (every 5 years)				GSC			GSC/RC	C				
Mid-year operational performance reporting												
Set strategic priorities for next year												
Core plans are reviewed & updated for next year												
Develop organisational unit plans for next year												
University financial plan development (including the budget)												

GSC – Governance & Strategy Committee

RC – Resources Committee

C - Council

Month	Activity
January	Compilation of data to enable analysis of prior year performance against target utilising university level and operational level KPIs.
February/March	<p>VCST review overall prior year university performance.</p> <p>DVC (Academic), DVC (Research and Innovation) and Chief Operating Officer meet with direct reports to review prior year performance, discuss areas identified for improvement and emerging priorities. The DVC (Research and Innovation) also meets with Schools to discuss research performance.</p> <p>A forum of the extended leadership team meets to discuss outcomes of the strategic review and to determine impact if any on current year plans.</p>
May/June	<p>Commence student load planning for next year.</p> <p>Development of strategic priorities for coming year. Extended Leadership Team meet.</p> <p>University long-term financial plan updated. Budget targets are established for the coming year, using modelling of mid-year student load and provisional full year forecasts.</p>
July	<p>Mid-year reporting and monitoring of performance.</p> <p>All areas commence development of annual operational plans and budgets. Operational plans will take account of review of current year performance using relevant KPIs as well as agreed university strategic priorities.</p>
August	Alongside development of the operating budget, submissions for strategic initiative funding reflecting the University's strategic priorities, and capital project funding are developed for review.

<p>September</p>	<p>Operational plans are finalised by all areas following approval of the budget. This ensures that operational plans and resourcing are aligned.</p> <p>Budget is finalised and approved by VCST.</p> <p>Budget submitted to Resources Committee.</p>
<p>October/November</p>	<p>Budget is reviewed and finalised aligning with any amendments from Resources Committee.</p>
<p>December</p>	<p>Budget is submitted to Council.</p>