

Team: Accounting
 Date: 01/01/01

Action Plan Summary

Key Assumptions					
<p>Summarize the 3-5 key assumptions on which the plan is built. These can be team level assumptions or driven from the CFO strategy or from decision made as part of the CFO work prioritization process.</p>					
Team Goals		Key Success Measure			
<p>Identify the 3-5 key team goals for the year. The goals should be those that support the overall CFO strategy wherever possible. They could include things like the implementation of a new function, a process improvement, cost reduction, improvement in quality, improved timeliness, etc.</p>		<p>For each goal, identify how successful outcome will be known. This could be completing something by a certain date, improvement in a measure such as number of errors, the production of a deliverable such as a report, etc.</p>			
Process/Function	FTE's	Role In Goal Achievement			
<p>List the functional areas which will be performed by the members of the team. So that we can look at process resources consistently across the CFO organization, this should be one or more of the functional categories used in the work prioritization process. More detailed descriptions of the work activities for each functional area can be documented on the function/activity detail on page 2 of the plan.</p>	<p>Number of FTEs for each functional area</p>	<p>For each functional area identify how that functional area supports the team goals</p>			
Key Actions		Impact	Start	Complete	Responsibility
<p>List 5-10 key actions which the team will undertake during the year to achieve the team's goals. These actions should have discreet start and completion dates and should be able to be tracked.</p>		<p>Identify the impact or result of each of the key actions. The impact could be the creation of a new capability, a decision, an improvement, etc.</p>	<p>The date on which each key action will be started</p>	<p>The date on which each key action will be completed</p>	<p>Identify who is responsible for seeing that the action is completed on time and in a quality manner</p>

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
<i>Same list of functional areas from page 1</i>	<i>Number of FTEs from page 1</i>	<i>Description of the specific work activities for each functional area. This provides the opportunity to communicate where the FTEs for each functional area will be spending their time and the specific work activities they will be performing.</i>