Operational Plans

Reviewed Date		Number	PP0102
Revised Date	August 12, 2009	Approved Date	June 26, 1996

Introduction

Yearly plans for programs, services and operations are an essential tool for workload management, resource allocation, service coordination and accountability. The operational planning tool provides for electronic documentation of program and service plans in order to support consistency and shared access.

Purpose

To establish the systems and processes for the annual planning and review of agency programs and services.

Legislative Authority

Health Protection and Promotion Act R.S.O. 1990

Policy Definitions and Interpretation

Policy

Directors will ensure Program and Service plans are developed annually to address the program goals and requirements set out in the Ontario Public Health Standards and the priorities defined by the agency Strategic Plan.

Executive leads will ensure an operational plan for agency committees/task groups are developed annually to address committee objectives and the priorities defined by the agency Strategic Plan.

Managers and Committee Chairs will ensure plans are documented in the operational planning software and include as a minimum a detailing of the following: goals, objectives, alignment with Ontario Public Health Standards and/or Agency Strategic Directions, activities, target audience, delivery sites, evidence reviewed, staff assigned, projected timelines, and resources required.

Executive committee will review the mandates, inputs, planned initiatives, and critical programming or service gaps for programs and services as well as agency committees on an annual basis.

Managers and committee/task groups' chairs will monitor implementation of operational plans and update plans to reflect actions and decisions throughout the year.

The Director of Corporate Service will ensure the maintenance and updating of the operational planning software to address current needs for documentation.

Procedures

A. Planning and Approval Processes

1. In August of each year, the Director Corporate Service ensures the operational planning template for the upcoming calendar year is created and available within the operational planning software.

2. In September of each year:

    a. program managers, in consultation with other managers, directors, the A/MOH, consultants, program staff begin development of annual program plans for the upcoming calendar year.

    b. service directors will work with management teams to develop operational and administrative plans for the upcoming calendar year

    c. committees and task groups will develop workplans for the upcoming calendar year.

3. The details of these plans are documented using the standard operational planning software. See Appendix 1 for details and data entry guidelines.

4. Plans are reviewed and endorsed by the respective directors.

5. Executive Committee reviews operational plans annually.

6. Managers and committee/task groups' chairs update and modify plans through the year to reflect status.

B. Executive Review of Program/Service Operational Plans

1. In June of each year Executive Committee will establish a fall schedule for the presentation of program/service operational plans for the coming year. Attendees for each presentation include all members of executive committee and the AMOH/MOH providing medical consultation to the particular service/program. Manager with program mandates that cross services may also attend upon request.

2. The Service Director works with service managers and to develop the presentation.

3. Documentation of the review includes the schedule of presentations, agenda and presentation materials.

C. Executive Review of Committee and Task Group Workplans

1. By December 31st of each year, chairs of agency committees/task groups will develop an annual report for the committee. The report will include:

    - Previous year's accomplishments

    - Activities planned for the coming year including objectives, activities, target audience, delivery sites, staff assigned, projected timelines, and resources required.

2. Committee/task group chairs will forward the report to the executive lead for review.

3. The Executive Lead will forward the plan to executive committee for final review and feedback prior to endorsement.

4. Concerns regarding resourcing or direction are brought forward to executive committee for discussion and direction.

D. Operational Planning Tool

1. The operational planning tool is managed by the Director of Corporate Service in consultation with an ad hoc committee reporting to the Management Committee.

2. The ad hoc group of management representatives is responsible for establishing definitions and data entry standards for the fields within the operational planning software and for communicating these definitions and standards to the rest of the management group.

3. Requests for clarification or changes to the fields are forwarded to the Director of Corporate Service for review and endorsement by the ad hoc committee.

Related Policies

Final Approval Signature: _____

Review/Revision History
Revised: July 08, 2003
Revised: August 12, 2009
September 2010 Policy re-numbered, previous number C5.010