

APPENDIX F

ANNUAL PLANNING CALENDAR

FIRST QUARTER PIF REQUEST SCHEDULE		
	Date	Event
0	By Jan 1	Staff works with new leaders to familiarize them with the goals and initiatives of their boards from the current year, and funds available for first quarter projects
1	Jan 1	New Board of Governors is seated (and meets before Feb 15)
2	By Feb 15	Committee/board heads review current year goals, status and budget, and with staff assistance reports goal-related initiatives via Balanced Scorecard.
3	By Feb 15	Committee/board heads may submit <i>First Quarter Project Initiation Forms</i> (PIFs) requesting budget additions/changes in current year, to Planning Committee.
4	By Feb 22	Planning Committee determines alignment of new PIF requests to current short- and long-term goals. Passes recommendation to FinCom.
5	By Mar 20	FinCom (in consultation with ED) reviews and approves/rejects new PIF requests
6	By Mar 31	Annual Operations Plan is finalized and distributed, including new projects approved by FinCom.
NEW BUDGET PIF REQUEST SCHEDULE		
<i>Process</i>	<i>Date</i>	<i>Event</i>
1	No later than June BoG Meeting	Committee/board heads review/revise their short-term goals and related initiatives to take effect in current year, and long-term goals to begin in next year.
2	At June BoG Meeting	Committee/board heads submit to Planning Committee PIFs for budget additions/changes for next year's new initiatives.
3	June BoG Meeting + 7 days	Planning Committee determines alignment of PIF requests to strategic goals. Passes recommendation to FinCom, and consideration for the subsequent budget.
4	June BoG Meeting + 14 days	FinCom (in consultation with ED) reviews and approves/rejects PIF requests, and if approved, budgeted initiatives become part of next year's budget.
5	By Aug 7	FinCom presents next year's budget to ExCom and BoG
STRATEGIC GOAL REVIEW SCHEDULE		
<i>Process</i>	<i>Date</i>	<i>Event</i>
1	By Sept 15	Planning Committee reviews current set of short- and long-term strategic goals and revises and consolidates as necessary – to become effective in the next year.
2	By/at Nov BoG meeting	Planning Committee submits new/revised short- and long-term goals to BoG for approval. Planning Committee documents changes to goals, revises the current year's "handbook," and issues next year's revised handbook.