

Template corporate plan for political finance oversight institutions

The following is indicative – there is no standard template, and you may have additional sections of your own to add.

Cover page:

Organisation name

Title: Corporate Plan for 20xx-20xx

Page one:

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Organisational purpose

Legislation and functions

Page three:

Your current strategic vision and long-term objectives.

Contextualising comments (e.g. to explain where you are up to in your strategic cycle, major events in the coming year, and which long term objectives you will be focusing on the most this business year).

List of short-term objectives for the year, linked to the longer term strategic objectives.

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Achievements in the previous year, e.g.:

- Strategy progress
- Milestones reached
- Projects started or completed
- Notable stakeholder activities conducted during the year.

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Measures of success and performance

- Outturns from measures set in the previous year
- Facts and figures about your organisation

Page 7-20 approx:

Activities planned for the year, mapped against strategic objectives:

Strategic objectives:	Objectives for the year:	Main benefits and outcomes	Indicators of success	Planned timescales
Strategic (long term) objective 1	Corporate plan objective 1a	•	•	e.g. Jun 20xx-Dec 20xx
	Corporate plan objective 1b	•	•	e.g. Sep 20xx-Mar 20xx

	Corporate plan objective 1c	•	•	e.g. Year-round activity
Strategic (long term) objective 2	Corporate plan objective 2a	•	•	Etc.
	Corporate plan objective 2b	•	•	
	Corporate plan objective 2c	•	•	
Etc.		•	•	

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Budget and resources:

- Income and expenditure
- Capital budget
- Details of any unusual one-off income or expenditure
- Details of any fundraising activities
- Staffing complement
- Shared service arrangements and other contracts
- Organisational changes planned for the year, e.g. office move, down-sizing, addition of new functions etc.

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- Any other information you are required to include, e.g. audit arrangements, statements of adherence to government requirements, procurement controls, etc.