How to Integrate Plans Throughout the Organization

Get Authorization of the Plan Document

The authorization of the document indicates that management officially is in support of the implementation of the plan and will work to ensure that the plan is implemented.

Officially Allocate Resources to Implement the Plan

One of the most visible gestures to the ensure implementation is to allocate the resources necessary to implement the plan. Often, that official allocation comes in the form of the management's approval of an operating budget.

Establish Work Plans for Each Organization Unit

An organizational unit might be a major management function (Marketing, Finance, etc.), product line or program. Work plans should be updated soon after completion of the overall plan. The following table represents one format and content of a work plan.

Sample Work Plan for the XYZ Program

Year 2019 Actions	Jan	Feb	Mar	Apr	May	Jun
Strategy 3.1: Develop a Program Plan						
3.1.1 Recruit consultant help	---					
3.1.2 Develop a plan for a plan		---				
3.1.3 Conduct program planning			---	---		
3.1.4 Draft the Program Plan				---		
3.1.5 Management approves the Plan					---	

Update Various Policies and Procedures

Policies and procedures should be developed, or updated, to guide activities toward implementing the action plans produced from the planning. Policies are broad guidelines that can be referenced by members of the organization in order to make decisions.

The most prominent examples are personnel policies and fiscal policies. Personnel policies are in regard to how staff are recruited, hired, supervised, guided, rewarded and fired. The policies also help to ensure that management practices conform to important employment laws and regulations. Fiscal policies are in regard to how the organization should manage its financial information and processes.

Procedures are often associated with various procedures that follow the guidelines in the policies. Procedures are step-by-step directions regarding how to accomplish a certain activity. For example, there are often procedures regarding specifically how to use a computer system, ensure that facilities are locked and safe, and use kitchen facilities.

Update Various Job Descriptions

A job description is a written description of the general responsibilities of a certain position, or job, in the organization. Management should draft a job description for each job. The description should specify the general responsibilities of the position along with some of the specific duties to be conducted by the person in that role. It should also specify the title for the position, and any special skills, training or credentials required. The responsibilities should be updated on a regular basis, particularly to reflect any responsibilities that are necessary to implement the Strategic Plan. It is helpful to view various examples of job descriptions on the Web.

Establish Performance Goals Based on Strategic Goals

In addition to general job descriptions, certain roles in the organization – especially management roles – often have an associated list of specific goals that they are to accomplish by a certain time. These are often referred to as performance goals. Probably the best example of performance goals is the list of goals that a Board of Directors might establish for the Chief Executive Officer to achieve during a specific time period.