

# How to Prepare for Your Upcoming Annual Plan

By our friends at FP&HEY

## 01

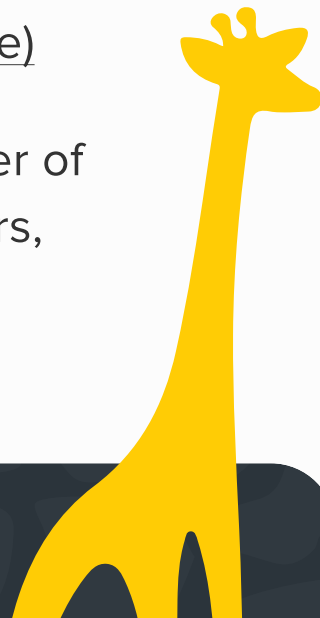
**Review the prior year's annual plan, and set the current year's plan in motion.**

- Make improvements.
- Repeat what worked.
- Set new budget objectives, deadlines, & deliverables.

## 02

**Kick-off with leadership.**

- Determine big goals.
- Identify KPIs to support the goals. ([learn more here](#))
- Create a communication framework with the owner of the budget process and leadership, budget owners, and other players/stakeholders.



## 03

### **Assign budget ownership for various groups that cover the entire organization.**

- Determine metrics that support KPIs.
- Assess staff compensation, roles, & capacity.
- Review contracts for renewals & renegotiations (vendors and customers).
- Make revenue, expense, & cash projections.
- Determine risk factors & opportunities (aka scenario planning).

## 04

### **Submit the budget with eyes on future measurement.**

- Memorialize submission, risks, & opportunities.
- Continue ongoing communication of results to update assumptions. (aka forecasting – [learn more here](#))
- Ensure you have decision frameworks and tools ready to update information quickly and accurately in response to updated assumptions.

