

5-6 BUSINESS AND ACTION PLANNING

Question	Yes	No	Comments
1 Does the organisation have a mission, aims/and/or a vision?			
2 Does the organisation have a current written business plan?			
3 If it has an up to date plan does it satisfy <ul style="list-style-type: none"> ▪ funders/purchasers ▪ organisational operational needs ▪ its community/service users ▪ you as a CBO 			
4 Does the organisation have effective processes for the evaluation and monitoring of progress in achieving the actions within the plan?			
5 Does the organisation have a clear action plan and timetable for review and development of its business plan?			
6 Does the organisation have a process for undertaking an external review of the environment within which it is working?			
7 Does the Management Committee receive relevant reports to enable them to monitor performance and progress in achieving the objectives of the plan?			
8 Is the plan realistic (i.e. does it actually describe and relate to the services provided) and used?			
9 Are the following involved in the planning process? <ul style="list-style-type: none"> ▪ community ▪ users ▪ staff/volunteers ▪ funders and other stakeholders 			