

A4 Strategic Planning Template

Next time you or someone on your team leads a project, fill out an A4 (see a filled out example on the next page).

NAME: What will make your project / initiative easy to talk about?							BPS ____ /5	
1. Measurable Objective - Done Well Check: What do you want to achieve?								
2. Deliverables - Done Well Check: What will we have by the end of the initiative that we don't have now?								
3. Link Up: How does it link up to your annual/quarterly organizational goals?								
4. Time & Resource Max: How much time and money are needed?								
5. Lead Indicator: What will tell you you're on the right track?								
6. DACI: Driver, Approver, Consultants/Contributors, Informed/Impacted								
7. Learning Goal What skills or knowledge will you collect?								
TIMELINE Milestone:								
Do it by:								



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