

To: Professional Divisions
From: Planning Committee
Date: May 02, 2003
Subject: Guidelines for 1- and 5-Year Plans

As you are aware, Section 5.10 of the Professional Divisions Manual requires divisions to prepare 1- and 5-year plans and submit them to the Planning Committee. Some divisions have done more detailed planning than others, and each division has developed its own format.

Preparing the planning documents helps divisions focus their limited resources on those activities that will help them meet their goals. Planning also helps divisions ensure that their goals are aligned with those of the Society as a whole. In addition, the divisions' planning activities can contribute to the Society's strategic planning. If divisions identify goals that are very important to their operations but are not reflected in the Society's goals, the divisions can bring that information to the Planning Committee's attention. The Planning Committee can, in turn, compile information from all of the divisions and formulate recommendations to the Board of Directors.

In order to help the professional divisions prepare a fairly uniform set of 1- and 5-year plans, the Planning Committee has developed a very short guidance document. It is essentially an annotated outline, which describes the information we believe is necessary to prepare a plan that is useful both to the division and to the Planning Committee. We attempted to make the outline as general as possible so that divisions with plans already in place can adapt them to fit this outline with minimum effort. The outline is on the following page.

If, as you prepare your division's plan using this guidance, you have questions or suggestions, please send them to Audeen Fentiman, Planning Committee Chair, at fentiman.1@osu.edu.

Annotated Outline for Professional Divisions' 1- and 5-Year Plans
ANS _____ Division
Strategic Plan for 2004

Tactical Plan for 2004
{This section should be brief – one or two pages}

Top Priorities for 2004 {a minimum set (2 or 3) of priorities should be identified}

For each priority, identify the following:

- Brief description or outline of the activity. It is not necessary to provide all the details here - supporting details can be referenced as necessary.
- Person or group responsible for carrying out the activity
- Which of the 5 goals from the ANS Strategic Plan the activity supports. The ANS goal letter (A – E) can be put in parentheses following the activity description. If the activity supports more than one goal, include more than one letter. If the activity supports none of the goals put “none” in the parentheses.

2004 Operational Plans and Activities

- List of activities to be completed/worked in 2004. It is not necessary to provide all the details here - supporting details can be referenced as necessary.
- Identify the person or group responsible for carrying out the activity
- Which of the 5 goals from the ANS Strategic Plan the activity supports. The ANS goal letter (A – E) can be put in parentheses following the activity description. If the activity supports more than one goal, include more than one letter. If the activity supports none of the goals put “none” in the parentheses.

Succession Plan (for non-officer or other key positions defined by the division)

- List position – identify current person and succeeding person with date of succession
- Optional – provide amplifying details

Five-Year Plan for 2004-2008

Purpose or Mission

(Brief statement of division's purpose or mission. Division's by-laws should be a good source of information for this section.)

Long-Term Goals

- Provide a concise statement of each goal in such a way that it is easy to measure progress toward the goal. Follow each division goal with the letter of the goal from the Society's Strategic Plan that the division goal supports. If the activity supports none of the goals put “none” in the parentheses.
- Identify the person or group responsible for carrying out the activity
- Goals can be organized or grouped based on the four Vitality Measure Categories, ANS Strategic Goals, or other grouping determined by the Division

Recommended Changes to ANS Strategic Plan (if any)

Provide a short paragraph describing any modifications or additions (if any) to the Society's goals that the Division believes to be useful. See additional guidance on the next page.

Additional Guidance for Professional Division 1- and 5- Year Plans

Relationship to ANS Strategic Plan

In general, the goals of the Professional Division should be aligned with the Society's goals. Each goal in the Division's 1- and 5- year plan (here after referred to as Division's Plan) should include an indicator of which of the 5 Society's goals it supports. If one or more of a Division's goals is not aligned with one of the 5 ANS goals, that may be an indication that we need to revise the Society's goals. Please write a short paragraph in this section describing any modifications or additions to the Society's goals that the Division believes to be useful.

As appropriate, ANS Professional Divisions are encouraged to be aware of and support the ANS Strategic Goals that are noted below. Division long term goals and tactical plan activities that support ANS Strategic Goals are requested to be identified by placing the letter associated with the ANS Strategic Goal behind the item(s) in the Division's Plan.

It is not expected that all of the items identified in the Division's Plan would be related to the ANS Strategic Goals. Only those that are related to an ANS Strategic Goal should be identified. Also note that several strategies are associated with each ANS Strategic Goal. Division Plan items that are "aligned" to at least one of the strategies for an ANS Strategic Goal should identify (by placing the letter) that ANS Strategic Goal in their Division Plan.

ANS Strategic Goals:

- Goal A: ANS will be the recognized leader for the advancement of nuclear science and technology
- Goal B: ANS will be the members' primary resource for professional development and knowledge exchange
- Goal C: ANS will be publicly recognized as a credible source of nuclear science and technology information
- Goal D: ANS will be an active contributor to and participate in nuclear science and technical policy issues
- Goal E: ANS will be an organization that is flexible, responsive to members and capable of dealing with change

Recommendations/Clarifications:

The division vice chair should prepare an annual update of the Division Plan with input from the division chair. Updates by the vice chair should ensure an efficient transition to the division chair position at the Annual Meeting. A calendar year is chosen to align with ANS finances and allow for "ownership overlap" of the plan with the chair and vice chair. Note that the Division Chair is responsible for defining the priorities for the division in the one year tactical plan.

The updated strategic plan should be provided to the PDC Chair and Planning Committee Chair no later than one month after the Winter meeting.