CQUniversity – Planning Framework

CQUniversity Strategic Plan
Communicates the University's direction to its various stakeholders and covers the entire university. The plan sets broad goals for a 4 year period and is reviewed annually (review commences April, Approved by Council - July)

Key Performance Indicators
Specifies projected targets for each of the strategic aspirations listed in the Strategic Plan. KPI's are for a 4 year period and are reviewed annually.
Responsibility: VC & VCAC members
(Review commences April, Approved by Council – September)

Vice Chancellor's Priorities
Identified by CQUniversity Council as those key activities that are central to the University's success in achieving growth and sustainability. The VC's Priorities are identified on an annual basis and included in the Corporate Plan.
Responsibility: Vice Chancellor

CQUniversity's Operational Budget commits resources for strategies and activities to support the strategic direction and aspirations of the University. The Operational Budget is established for 1 year.

CQUniversity's Corporate Plan
Gives specific direction across the University for the year. It specifies activities and targets which are aligned to the Strategic Plan and are to be achieved during the calendar year. Aligns with the Strategic Plan and KPI's.
Responsibility: VC & VCAC members
(Preparation commences April, Approved by Council – September)

The Planning and Reporting Schedule details CQUniversity's key planning and reporting activities throughout the year.

School Operational Plans
A one year plan that outlines activities, measurements, targets, risk considerations and reporting information. May list activities that are to be implemented over a longer time frame. Informs the development of the Faculty Portfolio.
Responsibility: Dean of School
(Preparation commences July for finalisation in September. Approved by VC – October)

Faculty Portfolios
Is a collation of School Operational Plans and includes a summary of the Faculty's key priorities for the forthcoming year. Faculty Portfolios and School Operational Plans inform the development of Divisional Operational Plans
Responsibility: PVC & Executive Dean
(Preparation commences July for finalisation in September. Approved by VC – October)

Division Operational Plans
(directorates, campus, unit, office, controlled entity)
Supports the activities documented in the School Operational Plan and Faculty Portfolio.
Also includes activities that are specific to the Directorate.
Responsibility: Director/Senior Manager

Performance Review, Planning and Development
The activities of individual staff are linked to the Faculty Portfolio/Responsibility Centre Operational Plan through the PRPD process
Responsibility: Supervisors

Monitoring and Reporting
Reporting against the progress of activities detailed in the portfolios/plans is the responsibility of the person/s and/or areas identified against the activities listed.
As well as internal reporting within the Faculty or Division, a progress (traffic light) report is to be submitted to VCAC on a regular basis. An interim (exception) report against all outcomes is presented to Council mid-year and a full acquittal of the Corporate Plan and KPI's is submitted to Council in February of the following year.
Responsibility: PVC & Executive Dean; Directors/Senior Managers; Deans of Schools; Corporate Strategy & Planning Directorate