







MDI Work Plan – (Department Name)

An Annual Implementation Plan outlines how MDI plans to achieve its strategic objectives within a given timeframe. This plan follows and develops on some of the strategic objectives outlined in the Strategic Plan.

1. Strategic Objective
2. Key Tasks
3. Timeframe (commencement and completion dates)
4. Responsibility
5. Performance Indicators
6. Monitor/Review (by whom, when)
7. Progress; Process is in the form of a traffic light. This column is a visual report by color to the Board or SMT
Green; On target, Yellow; Some Progress, Red; Not progressing, Grey; Too early to know Grey

 Clear evidence of progress/On track to meet target	 Off track but may be possible to reach target	 Insufficient data to assess at this point	 Evidence to suggest target unlikely to be met Off-track
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Strategic Priority 3: Governance

Build and strengthen MDI's organisational capacity to ensure delivery of our strategic priorities.

Strategic Action: Continue to meet all legal obligations as a company limited by guarantee and as a registered charity

Strategic Action: Continue to present annual reports and audited accounts to members and annual general meetings and publish them on website

Key Tasks	Activities	Lead: Supported By:	Timeframe	Performance Indicator	Monitor Review – by whom and how	Progress

Strategic Priority 3: Governance

Build and strengthen MDI's organisational capacity to ensure delivery of our strategic priorities.

Strategic Action: Ensure continuous adherence to the Governance Code established by the Charities Regulator

Strategic Action:

Key Tasks	Activities	Lead: Supported By:	Timeframe	Performance Indicator	Monitor Review – by whom and how	Progress

Strategic Priority 3: Governance

Build and strengthen MDI's organisational capacity to ensure delivery of our strategic priorities.

Strategic Priority: Reflect the implementation of the Strategic Plan in annual work plans that are approved and monitored by the Board and CEO

Strategic Priority: Provide board members with the necessary advice and/or training to meet their legal, financial and HR obligations

Strategic Priority: Provide the necessary human resources supports, including training and supports for staff, to carry out our strategic priorities

Key Tasks	Activities	Lead: Supported By:	Timeframe	Performance Indicator	Monitor Review – by whom and how	Progress

Strategic Priority 3: Governance

Build and strengthen MDI’s organisational capacity to ensure delivery of our strategic priorities.

Strategic Action: Comply with all conditions in service level arrangements with funders

Key Tasks	Activities	Lead: Supported By:	Timeframe	Performance Indicator	Monitor Review – by whom and how	Progress

Strategic Priority 3: Governance

Build and strengthen MDI's organisational capacity to ensure delivery of our strategic priorities.

Strategic Action: Ensure that MDI remains a viable and sustainable organisation in relation to its funding and give specific attention to fundraising in order to diversify our funding sources

Key Tasks	Activities	Lead: Supported By:	Timeframe	Performance Indicator	Monitor Review – by whom and how	Progress