

MY BIPLAN SYSTEM ANNUAL PLANNING AND REVIEW CHECKLIST

Ensure that all of the items in this checklist are reviewed at least annually as part of your annual strategic planning and review process.

- Our CSR/BFG Program is reviewed at least annually as part of our strategic planning process and the impact is reported to clients and other stakeholders .
- We regularly (at least annually as part of our strategic planning process) monitor all of our business strategies and activities to ensure that they "do no harm". E.g , monitoring our supply chain to eliminate modern slavery or child labour and to minimise environmental impact.
- All our business process documentation is reviewed at least once a year and whenever a change occurs (e.g. new technology or new processes) to ensure it is always accurate and up to date.
- All our operating process documentation is reviewed at least once a year and whenever a change occurs (e.g. new technology or new processes) to ensure it is always accurate and up to date. (Operations only)
- Fire/emergency evacuation drills are undertaken on a regular basis (At least quarterly for locations with severe fire hazards and at least annually for all other locations)
- Our Disaster Recovery Plan is reviewed and updated annually as part of our business planning process.
- Our marketing plan is reviewed and updated annually as part of our strategic planning process.
- Our prices are reviewed regularly (At least annually and when market conditions change) against all associated factors including costs of materials or goods purchased, labour costs, overheads, market sale volumes, customer expectations and other market forces to ensure we are maintaining acceptable profit margins across all of our products and services for the sustainable viability of our business.
- We consult with our insurance advisor at least annually and when significant changes occur in our business to ensure that our insurance program covers our business adequately, and that our Disaster Recovery Plan is adequate and consistent with our Insurance Program and contains details of all our insurance policies.
- We consult with our technology advisor at least annually and when significant changes occur in our business to ensure that our business is adequately protected, and that our Disaster Recovery Plan details the actions to be taken in the event of a technology disaster
- We have a systematic focus on continuous improvement (e.g. LEAN) and we review all of our production processes regularly (at least annually) to review how we may be able to improve our processes including the use of technology to keep at the leading edge of production techniques and efficiencies. (Operations only)
- We regularly (at least annually) monitor phone, and power and other overhead costs against the current prices available in the market.
- We regularly (at least annually) report on our progress towards our Business Vision to our people, clients and other stakeholders.

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No business with good products or services should struggle or fail because they didn't know what they didn't know about building a successful business.

- We regularly (at least annually) review indirect staffing costs to ensure they are adding value to the business in the work they are performing.
- We regularly (at least annually) review the opportunity to outsource work which is not core to our business.
- We regularly (at least once a year) review all aspects of our technology including: our budget, technology currently in use across all areas of our business to ensure that it is delivering tangible benefits and to look for opportunities for improvement, and ways that new technology may be able to help improve communications, improve efficiency and reduce costs across all areas of our business. .
- We regularly (at least once a year) review our sales process with feedback from clients and from all those in the company involved in any step in the process.
- We regularly review and update our HR policies and procedures to ensure they are up to date, compliant and best practice and that they are being applied consistently across our organisation (at least yearly) (Staff only)
- We review all aspects of our brand identity at least once every 12 months to ensure that it remains up to date and continues to resonate with our ideal clients.
- We undertake regular benchmark comparisons of our salary and benefits packages to ensure we remain competitive (At least annual) (Staff only)
- We undertake regular checks to ensure that our supply cost is market based, by supplier type/category. We have balanced/fair supply terms with all of our suppliers and these are reviewed at least annually.