

**XX Neighbourhood House Annual Plan 2018-2019**

This Annual Plan is underpinned by the XX Neighbourhood House Strategic Plan 2018-2021. It provides detailed direction relating to the organisations goals and the activities required to achieve them throughout the year 2018-2019. This Annual Plan can be amended throughout the year by the Coordinator, with oversight by the Committee Chair. The Coordinator will update the Committee each quarter on the progress of the plan including any agreed amendments.

**Plan Summary**

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| **Practice Area** | **Focus Area** | **Strategic Goal** | **Annual Goal** | **What does success look like?** | **How is it measured?** |
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**Plan Working Table**

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| **Governance** |  |  |  |  |  |  |  |  |
| **Annual Goal** | **Activities** | **Priority (H,M,L)** | **Responsibility** | **Timeframe** | **Tracking**  **1st Quarter** | **Tracking**  **2nd Quarter** | **Tracking**  **3rd Quarter** | **Tracking**  **(Annual Review)** |
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| **Management** |  |  |  |  |  |  |  |  |
| **Annual Goal** | **Activities** | **Priority (H,M,L)** | **Responsibility** | **Timeframe** | **Tracking**  **1st Quarter** | **Tracking**  **2nd Quarter** | **Tracking**  **3rd Quarter** | **Tracking**  **(Annual Review)** |
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| **Delivery & Operations** |  |  |  |  |  |  |  |  |
| **Annual Goal** | **Activities** | **Priority (H,M,L)** | **Responsibility** | **Timeframe** | **Tracking**  **1st Quarter** | **Tracking**  **2nd Quarter** | **Tracking**  **3rd Quarter** | **Tracking**  **(Annual Review)** |
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| **External Relationships** |  |  |  |  |  |  |  |  |
| **Annual Goal** | **Activities** | **Priority (H,M,L)** | **Responsibility** | **Timeframe** | **Tracking**  **1st Quarter** | **Tracking**  **2nd Quarter** | **Tracking**  **3rd Quarter** | **Tracking**  **(Annual Review)** |
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| **Capacity Building** |  |  |  |  |  |  |  |  |
| **Annual Goal** | **Activities** | **Priority (H,M,L)** | **Responsibility** | **Timeframe** | **Tracking**  **1st Quarter** | **Tracking**  **2nd Quarter** | **Tracking**  **3rd Quarter** | **Tracking**  **(Annual Review)** |
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Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Endorsed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Amendments** | Date: Initials: | **1st Quarter Review** | Date: Initials: |
|  | Date: Initials: | **2nd Quarter Review** | Date: Initials: |
|  | Date: Initials: | **3rd Quarter Review** | Date: Initials: |
|  | Date: Initials: | **Annual Review** | Date: Initials: |