

Planning Policy

I. Introduction. Success is maintained by an institutions ability to sustain excellence over a period of time. In order to maintain success, IECT prepares for the future (and the now) by planning for short- and long-term opportunities for sustainability.

II. Purpose. The purpose of this policy letter is to develop and identify the planning process at IECT.

III. Definitions. Planning. The act or process of making or carrying out plans.

IV. Policy Statement. IECT will institute a planning process that encompasses short- and long-range planning. The leadership team will execute a short- and long-term plan in January of each year and will evaluate the legitimacy of the plan every six months thereafter until the next planning period. The executive team will consist of the Owner, President, and Director of Education. The plan will be conveyed to the staff as soon as possible after its development, but not later than one month afterwards, and it will be conveyed during a formal scheduled meeting.

V. Process. The planning process involves developing strategies and goals that will drive business and operations plans.

VI. Procedures.

A. The IECT leadership team, consisting of the Owner, President and Director of Education will meet the second week of January of each year to begin the development of annual and 3-5 year planning.

B. The team will develop goals and strategies using the SMART methodology – Specific, Measurable, Actionable, Relevant and Timely goals.

C. Each SMART goal will be tied to a line item in the budget.

D. The Owner will designate individuals who are responsible for the oversight and implementation of each goals and will approve the release of resources to achieve success.

E. With respect to long range goals, specific goals and performance review/feedback exchange will address goals (employee, supervisor and institutional), task accomplishments, operational status, and professional development

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

DATE 11/28/2018

INITIALS SG President

INITIALS DW Director of Education

INITIALS CG Owner

Planning Policy

