Tools for MEDIUM Businesses

Level 2 Question 2: Do we involve the entire leadership team and other relevant stakeholders in the Strategy process?

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| **Title** | Annual Wheel |
| **Why** | The annual wheel provides you with an overview and the ability to plan smarter, so that you for instance do not plan your strategy meeting before the reports from the company’s different departments are ready (you avoid waiting for this) and you can ensure that enough time is made available for the annual report in plenty of time before deadline. |
| **What** | Record the most important events of the upcoming year. Determine dates, content and if possible also who is responsible.  |
| **How** | Things you could insert in your annual wheel:* Strategy
	+ Board meetings
	+ Management meeting with quarterly status
	+ Business plan
	+ Operative goals
* Budget
	+ Determining budget
* Following up on budget
	+ Annual closure or six-monthly closure before a summer holiday.
	+ Making the annual report
* People
	+ Employee meetings
	+ Annual performance reviews
	+ People Development and target setting
	+ Christmas party
	+ Employee conference
* Other
	+ Deadlines for reporting to the authorities etc.
	+ Kick off activity for the New year.
* Seasonal determined circumstances such as:
	+ Busy season (travel industry)
	+ International fair or trade exhibition (fashion industry)
	+ Quarterly shifts (financial industry) etc.
	+ Holiday planning
 |
| **Template** | See next page |

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| **Annual Wheel for 'XYZ Inc. <Year>** |
| Topic | Months | Date | Description | Form | Result | Responsible |
| January | February | March | April | May | June | July | August | September | October | November | December |
| Strategy and targets |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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| **Annual Wheel for 'XYZ Inc.** |
| YEAR XXX |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Topic | Months | Date | Description | Form | Result | Responsible |
| January | February | March | April | May | June | July | August | September | October | November | December |
| Strategy and targets |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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