Tools for MEDIUM Businesses

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

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

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																	
Fiance																	
People																	

Annual Wheel for 'XYZ Inc.

YEAR XXX															
Topic	**Months**												**Date**	**Description**	**Forr**
	January	February	March	April	May	June	July	August	September	October	November	December			
Strategy and targets															
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