

## A4 Strategic Planning Template

Next time you or someone on your team leads a project, use or adapt the LifeLabs Learning A4 Template (named after a single sheet of paper -- reminding you to keep the strategic plan short!).

<b>NICKNAME:</b> What will make your project / initiative easy to talk about? <i>Example: The Onboarding Makeover</i>								
<b>1. Measurable Objective:</b> What do you want to achieve?		Increase average new hire onboarding quiz score from 60% to 90% by the end of this year. <i>Tip: Ask, "how will I know I've succeeded?" "What's the gap between the current state and desired state?"</i>						
<b>2. Link Up:</b> Which company goal does it link up to?		Increase employee retention (when people feel more clear/confident, they stay longer)						
<b>3. Lead Indicator:</b> What will tell you you're on the right track?		An average new hire confidence score of 80% after each training session.						
<b>4. Deliverables + Definition of Done:</b> What will we have by the end of the initiative that we don't have now?		2 onboarding quizzes, FAQs for mentors, process for reacting to low or exceptional scores  DONE = quizzes, FAQs, answers, and process added to onboarding playbook + mentors all trained						
<b>5. DACI:</b> Driver, Approver, Consultants, Informed		Driver = Sam [ <i>Responsible for getting it done</i> ]; Approver = Jen [ <i>Final decision-maker</i> ]; Consultants = All mentors, recent cohort [ <i>Offer feedback</i> ]; Informed = N/A [ <i>Needs to know about the project</i> ]						
<b>6. Time &amp; Resource Max:</b> How much time and money are needed?		No more than 20 hours throughout Q3. <i>Tip: Consider what is the max you'll spend before there is too little return on investment.</i>						
<b>7. Learning Goal</b> What skills or knowledge will you collect?		I'd like to hone my project management skills.						
<b>TIMELINE Milestone:</b>	<b>Have kick off meeting</b>	<b>Interview mentors + last cohort</b>	<b>Create quizzes + FAQ + process</b>	<b>Add all to playbook</b>	<b>Automate check ins</b>	<b>Train all mentors</b>	<b>Pilot with new hires</b>	<b>Report quiz score changes to team</b>
<b>Do it by:</b>	July 15	July 30	EOM Aug	EOM Aug	EOM Aug	Sep 1	Sep 15	EOM Sep



**LifeLabs Learning** is the go-to leadership skills accelerator for 1,000+ innovative companies. We train managers and teams in 'tipping point skills' — small changes that make a big impact on performance and engagement — and help weave them into the fabric of company culture. Our learning experiences are short, fun, science-backed, and immediately practical.