

DIVISIONAL ACTION PLAN GUIDELINES



As a territory, we have shared values, a shared mission, a shared vision ([vision statement](#)) and a shared strategy (how we will get there; see [territorial strategy](#)). However, how this plays out will look different for each local unit and subsequently, each division. Local units have the freedom to be innovative as they respond to the needs of their community. The local unit is not asked to develop a strategic plan, but rather to develop a local commitment in response to the territorial vision as well as a Local Action Plan that is aligned with the territorial strategic pillars, designed to bring the local commitment to life.

A review of each Local Action Plan will inform the Divisional Action Plan as the division seeks to support and/or initiate actions that will align with the territorial strategic pillars.

These guidelines are provided as a tool to assist in developing the **Divisional Action Plan**.

Helpful notes:

- ▶ The action plan is a living document. It should be clear, concise and readily available to all personnel in the division. As a living document, it is assessed, and if needed, altered regularly.
- ▶ The Divisional Action Plan is completed annually, before budgets, and therefore actions should be attainable. The plan should support relevant themes gathered from the Local Action Plans and inform the budget. It could also address and support any notable gaps in the division.
- ▶ When determining the actions, it is important to carefully consider both the priority and the capacity. For example, it could be that the division has one action for the year or up to six. It could be that a division focuses on one pillar at a time or engage with all four.

A step-by-step guide:

Decide with area commanders an appropriate submission deadline for ministry units to work toward an annual cycle. All Local Action Plans are submitted to area commanders.

STEP 1

STEP 2

Set aside time with the divisional executive board to review. The Local Plans will inform the Divisional Plan. As you review, look for recurring themes to align with, innovation to support and any gaps in mission or service that may need attention.

Pray together.

STEP 3

STEP 4

Brainstorm, dream and discern where the focus should be as a division.

Narrow the focus to identify achievable action(s) for the year. It is appropriate to document any actions already in play that are aligned with the pillars. Highlighting what is already being done is a great way to build momentum, offering encouragement and validation.

STEP 5

STEP 6

Fill out the action plan template. Support and explain each action by answering the What? Who? How? When?

Fill out the executive summary sheet.

Once complete, send to the Chief Secretary at CANLeadership@salvationarmy.ca and share widely throughout the division.

STEP 7

