

A4 Strategic Planning Template

Next time you or someone on your team leads a project, fill out an A4 (named after a single sheet of paper, reminding you to keep it short!).

NICKNAME: What will make your project / initiative easy to talk about? <i>Example: The Onboarding Makeover</i>	
1. Measurable Objective: 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?" (This is your lag indicator.)</i>
2. Link Up: Which company goal does it link up to?	#1 Increase employee retention (when people feel more clear/confident they stay longer) #2 Grow revenue by 20% (when team members have the information they need, they are more productive)
3. Lead Indicator (Optional): What will tell you you're on the right track?	An average new hire confidence score of 80% after each training session.
4. Deliverables + Definition of Done: What will we have by the end of the initiative that we don't have now?	2 onboarding follow up 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
5. DACI: 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>]
6. Time & Resource Max: 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 ROI.</i>
7. Learning Goal What skills or knowledge will you collect?	I'd like to hone my project management skills.

TIMELINE Milestone:	Have kick off meeting	Interview mentors + last cohort	Create quizzes + FAQ + process	Add all to playbook	Automate check ins	Train all mentors	Pilot with new hires	Report quiz score changes to team
Do it by:	July 15	July 30	EOM Aug	EOM Aug	EOM Aug	Sep 1	Sep 15	EOM Sep



LifeLabs Learning specializes in leadership training for managers, execs, teams, at amazing companies (like Reddit, Squarespace, TED, Lyft, and Warby Parker). We offer short, fun, science-based workshops that help you master life's most useful skills.

To learn more, email hello@lifelabslearning.com or visit [LifeLabsLearning.com](https://lifelabslearning.com)