

	<h1>Monthly Goals Planning Guideline</h1>	Version:	1.1
		Code:	NA-GL-24

## 1. Guideline Objectives

This document provides guidelines for Heads of Departments/Managers for planning and managing monthly goals within the company. It is intended to standardize the process across all departments, ensuring clarity, accountability, and effective project management.

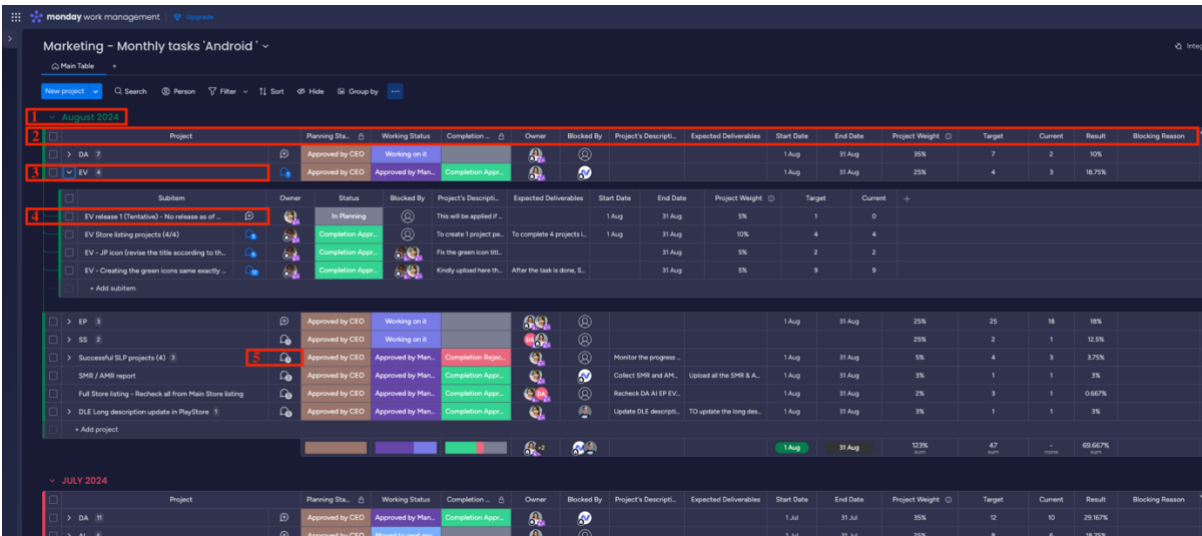
## 2. Guideline

- What is monthly goals planning?**

Monthly goals planning is the process used by all departments in New Age to plan their monthly projects and maintain their progress. Monthly goals may include specific projects or key performance indicators (KPIs) to be accomplished within the month. This process provides a clear overview of expectations and performance.
- Who's responsible for planning the monthly goals?**

Heads of Departments/Managers are responsible for planning their departments' goals and ensuring the implementation of [Monthly Goals Management Process](#).
- Why do we need to follow monthly goals planning process?**

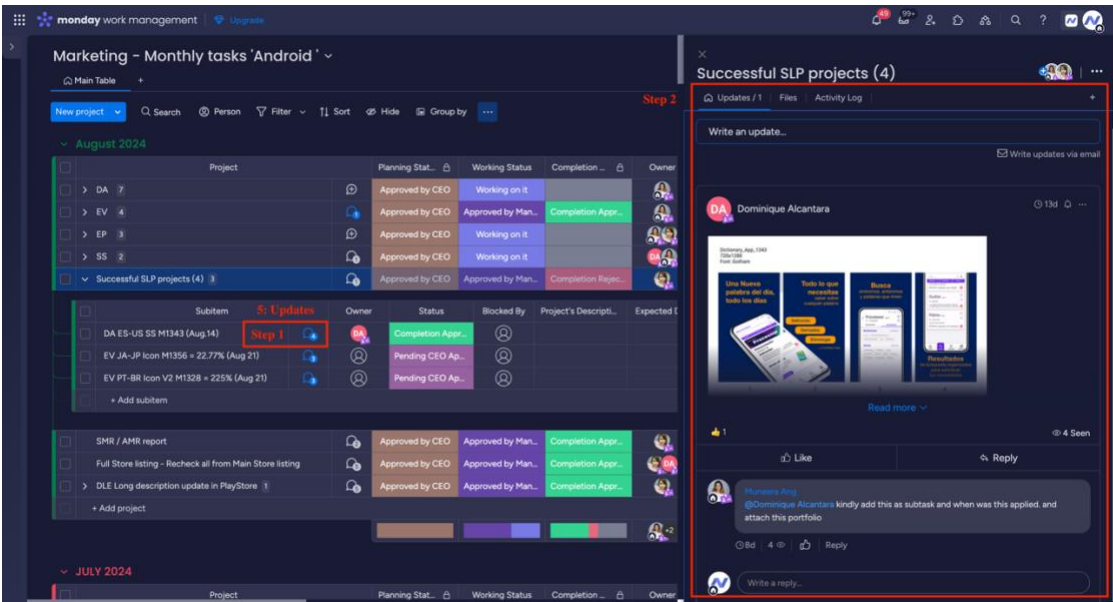
Monthly goals planning process aims to standardize the process across all departments and improve our efficiency by ensuring that all knowledge is centralized and accessible in one place, making our processes more transparent and organized.
- When should we plan the goals for a new month?**
  - The monthly goals planning for the new month starts every 5<sup>th</sup> of the current month.
  - The new month's monthly goals draft should be shared with the CEO by the 15<sup>th</sup> of the current month to get the CEO's approval.
- Where can we plan the monthly goals?**
  - Monthly goals planning and management are done inside each department's Monthly Goals Boards in Monday.com.
  - Monthly Goals' board structure:



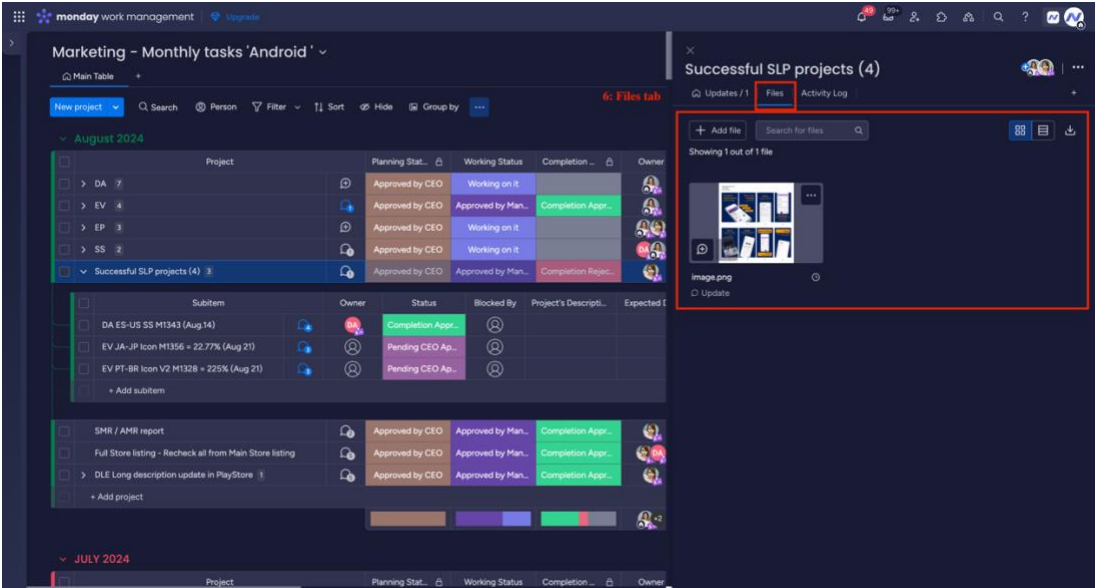
- Monthly Groups:**
  - Color-coded sections used to categorize monthly goals on the board by month.
- Columns:**
  - Sections where we input, display and customized necessary information about the monthly goals.
  - Most of the columns available in the monthly goals board are standardized columns used across all departments, and some are specific columns available only for specific departments based on their needs.

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3. Item/Projects:
- An individual row in a group on your board used to list the projects or KPIs for the month.
4. Subitem:
- Breakdown of items/projects, which can be used to list all the milestones or the necessary tasks for each project.
  - Subitems will have their own status column, which must be filled. There may also be additional required columns depending on the team's needs, as shown in the image above.
5. Updates:
- Available section inside items/projects and subitem for project-related communication.
  - Can be used to write progress updates, open discussions, document blockers, create threads, add attachments, have conversations with stakeholders, upload screenshots, and upload a video summary of goals completion.



6. Files tab
- An easier way to find all the stored project-related files.



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• How to fill Monthly Goals Board column by column:

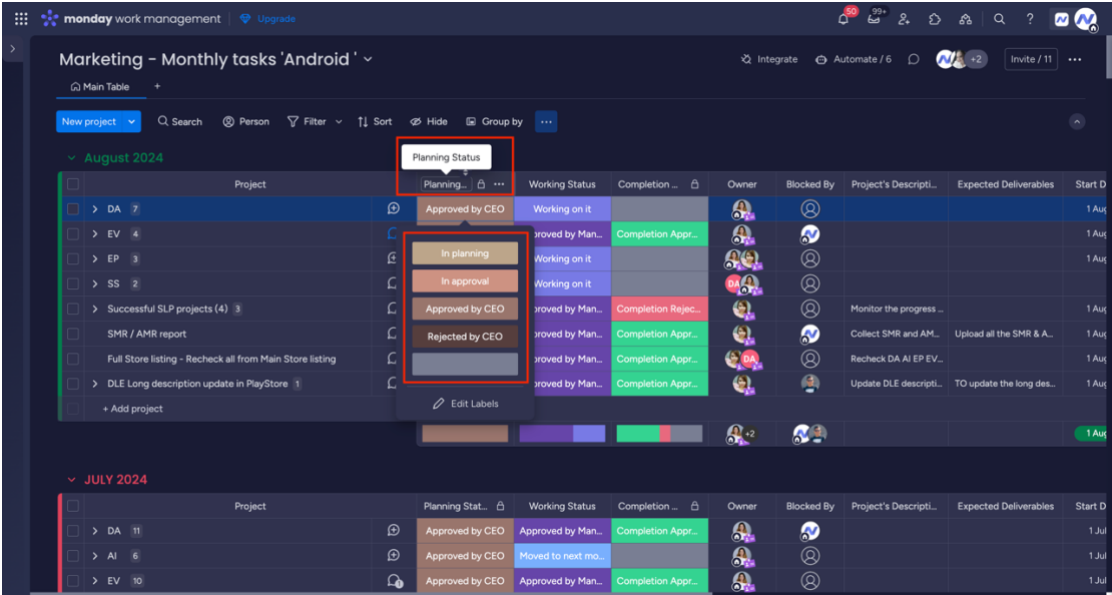
1. Project Title/KPI:

- Enter the project title or KPI in the first column. Example: "Improve EPS retention rate by 25%".
- Tips for an effective monthly goals plan:
  1. Provide clear project names & descriptions.
    - Avoid vague wording or weasels’ words and use specific descriptions.
      - *Incorrect example:* Hire many developers
      - *Correct example:* Hire senior android developers
  2. Ensure projects are actionable.
    - Define clear scopes and deliverables for each project. Projects should have clear criteria for completion.
      - *Incorrect example:* Test apps extensively
      - *Correct example:* Complete 3 manual regression test cycles for app X
  3. Align projects with New Age strategic objectives, such as.
    - Quarterly goals
    - Business Team recommendations
    - Internal Discussions with departments & team members.

2. Statuses

- Update the status of each project based on its current stage.
- Statuses tracks project progress through three stages: Planning, Working, and Completion. Each stage has its own status column:
  1. **Planning Status:** Starts when a new goal is created and continues until CEO approval is received. This status can only be updated by Heads of Departments/Managers, the CEO, and the Executive Assistant.
  2. **Working Status:** Begins after CEO approval. Teams work on tasks and address blockers until deliverables are reviewed and approved by Heads of Departments/Managers. All team members can update this status.
  3. **Completion Status:** Applies after goals are approved by Heads of Departments/Managers and are awaiting final review by the CEO. This status can only be updated by the CEO and the Executive Assistant.

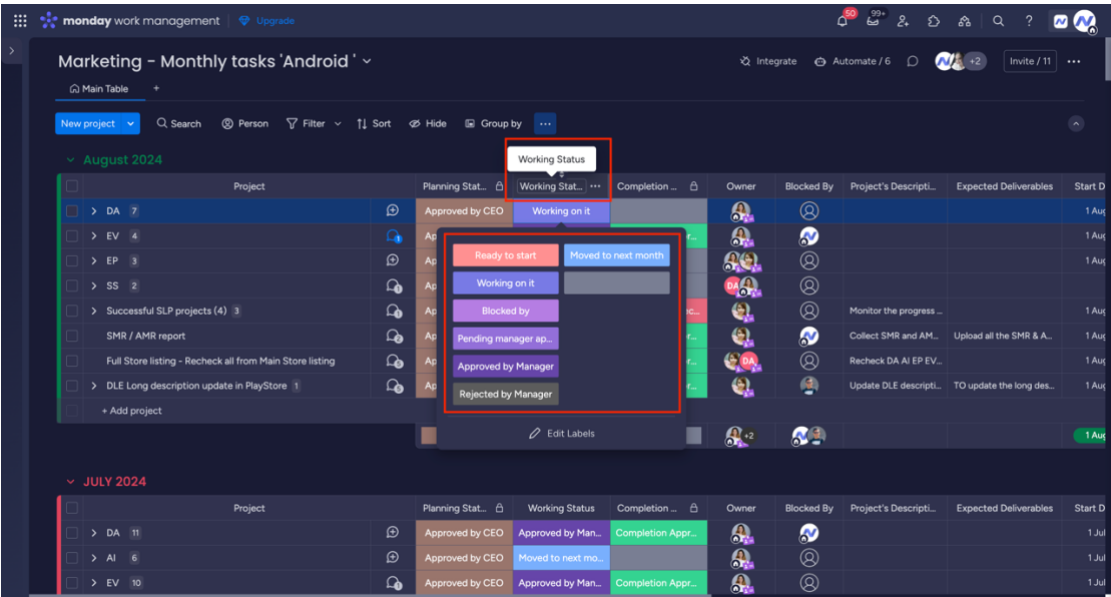
• List of Planning Status:



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1. **In planning:** For newly created goals that still need detailed information.
2. **In approval:** For goals that are ready for CEO review and approval to proceed for the month.
3. **Approved by CEO:** Shows CEO approval, triggering automation to set the working status to **"Ready to Start"** and notifying the project owner to begin work.
4. **Rejected by CEO:** Shows CEO rejection, with a notification sent to the department’s Slack channel. Heads of Departments/Managers must revise, replace, or deprecate the goals.

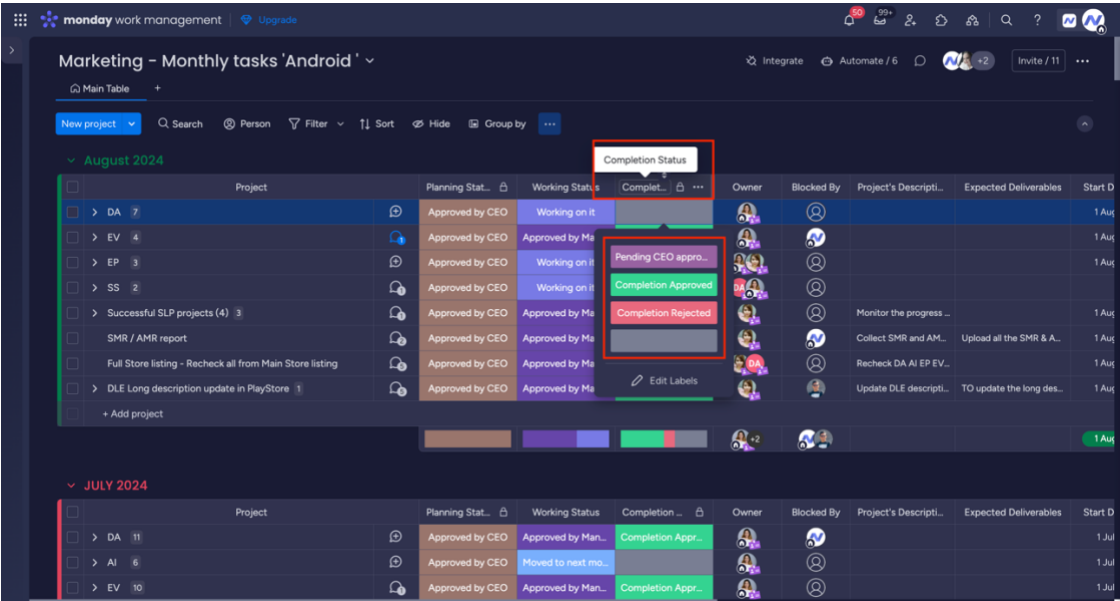
• **List of Working Status:**



1. **Ready to start:** Automated status set when the Planning status is **"Approved by CEO"**. It indicates which goals the team can begin working on.
2. **Working on It:** For goals that team members are actively working on.
3. **Blocked by:** For goals blocked due to issues or dependencies involving other team members.
4. **Pending manager approval:** Goals are completed and awaiting review and approval from the Heads of Departments/Managers before requesting CEO approval.
5. **Approved by manager:** Indicates the Manager’s approval of the completed goals, triggering an automation to change the completion status to **"Pending CEO Approval"**.
6. **Rejected by manager:** Shows the Manager’s rejection, with a notification sent to the project owner via Slack to address the manager's comments.
7. **Moved to next month:** For goals that couldn't be completed within the month and are rescheduled for the following month.

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• **List of Completion Status:**



1. **Pending CEO approval:** Automated status selected once goals are approved by the Heads of Departments/Managers and are awaiting final review and approval from the CEO.
  2. **Completion Approved:** Goals have been successfully completed and approved by the CEO.
  3. **Completion Rejected:** Goals have been completed but rejected by the CEO. A notification is sent to managers via the department's Slack channel to address the CEO's comments.
3. **Owner**
- Assign ownership of the project to yourself or someone within your department.
  - *Note:* Only team members with board access can be added as owners.
4. **Blocked by:**
- Assign this column to the responsible individual if a project is blocked within your department. This helps identify and address the blocker promptly.
  - *Note:* Only team members with board access can be assigned.
5. **Project's Description:**
- Provide a detailed description of the project.
6. **Expected Deliverables:**
- Specify the final outputs (deliverables) expected from each project, for example:
    1. Final report with X
    2. Updated board on monday.com with Y
    3. Screenshot showing product Z results.
7. **Stakeholders**
- List stakeholders who will collaborate on the project.
  - *Note:* Only stakeholders with board access can be added. Adjust for cross-department collaboration.
8. **Start and End Dates:**
- Set expected start and end dates for the project timeline.
  - *Note:* Default to the month's start and end dates if no strict timeline is required.

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9. Project Weight

  - Assign a weight to each project based on its importance and effort required.
  - Note:* Total weight should sum to 100, can exceed if necessary.
10. Target:

  - Define specific goals (e.g., percentages or quantities).
11. Actual/Current:

  - Record the actual/current results achieved.
12. Results:

  - Displays automatically calculated final outcomes based on predefined formulas using data from the Target, Actual/Current, and Project Weight columns.
13. Blocking Reason:

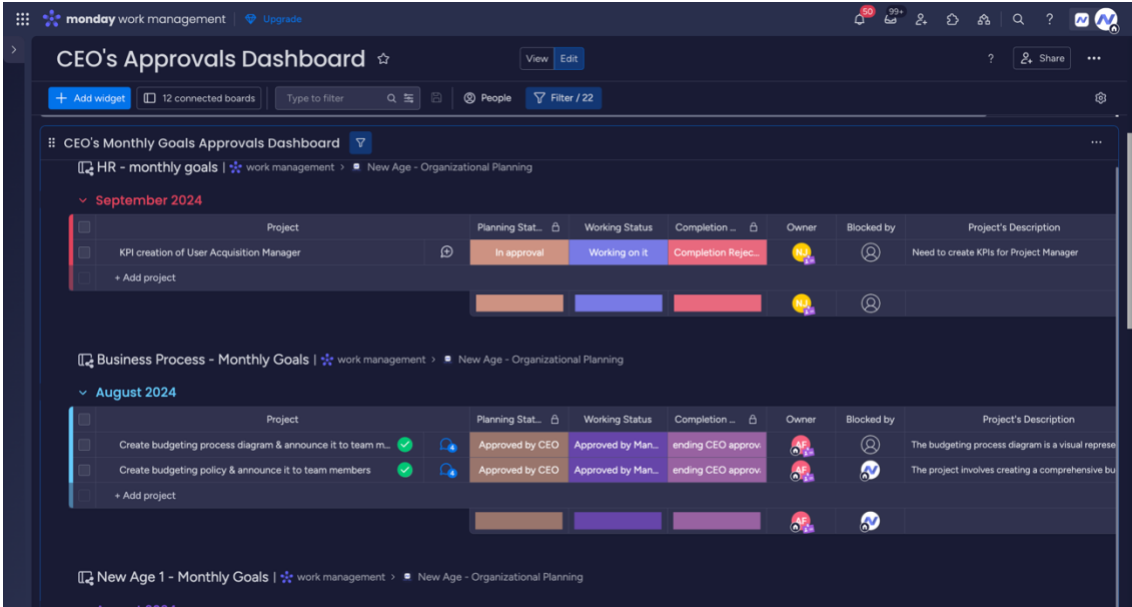
  - Optionally document reasons why a project is blocked by the individual listed in the "Blocked by" column.
  - Use the "*Updates*" section for detailed communication about blockages.
14. Additional Columns

  - Depending on departmental needs, additional columns may vary.
  - Note:* Standard columns listed should remain unchanged and well-maintained.

- Heads of Departments/Managers approval process**

The Heads of Departments/Managers approval process occurs within each department’s Monthly Goals Board in Monday.com. Heads of Departments/Managers will review items or subitems with the working status “**Pending manager approval**”. If approved, an automation will change the completion status to “**Pending CEO approval**”.
- CEO’s monthly goals approval process**

The CEO’s monthly goals approval takes place on the **CEO's Monthly Goals Approvals Dashboard** in Monday.com. Items with the planning status “**In approval**” or the completion status “**Pending CEO approval**” will appear on this dashboard. The CEO will review these items and either approve or reject them.

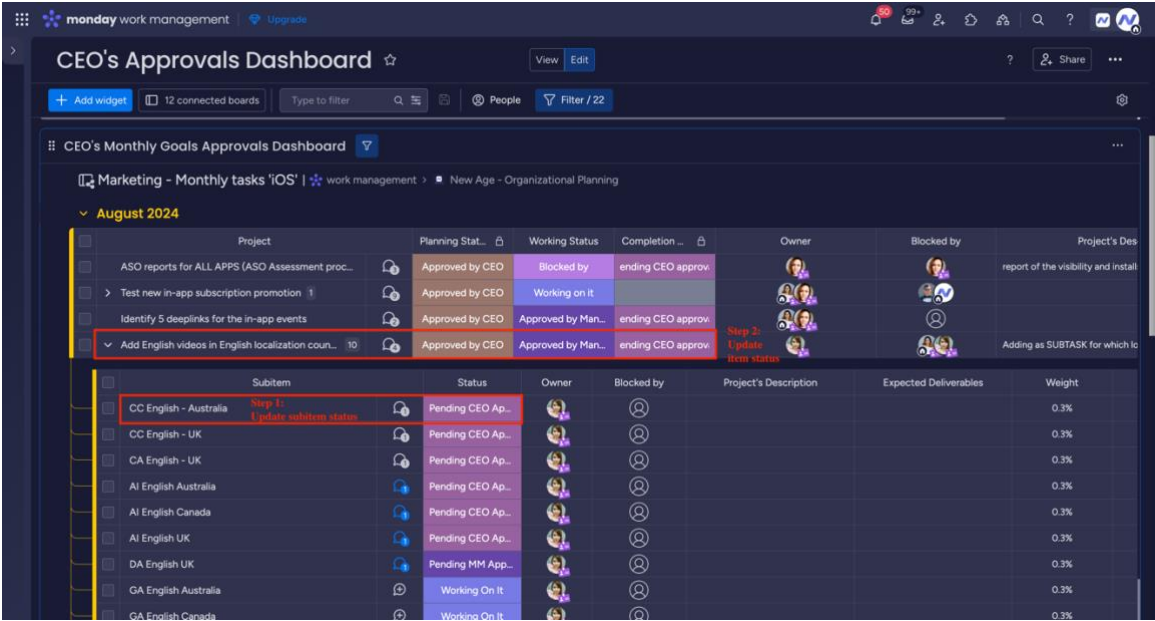




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Important Note:

- The dashboard shows the completion status of the main item, not the subitem statuses.
- For subitems requiring CEO approval, update both the subitem status and the main item completion status to ensure they reflect accurately on the dashboard.
- Example:
  - For the Marketing Team goal "EV," if the subitem needs approval, set both the subitem status and main item completion status to **“Pending CEO approval”**.
  - After the subitem is approved, revert the main item completion status to its original setting.



- Conclusion:**
  - Effective planning and execution of monthly goals are critical for assessing departmental performance, Heads of Departments/Managers, and team members. Emphasize accuracy and thoroughness in both planning and achieving goals.
  - When defining goals, ensure all fields are filled out and regularly update progress while communicating via the board.
  - Following these guidelines ensures a structured approach to monthly goal planning and achievement, fostering clarity, accountability, and effective communication within and across departments.

Guideline Appendices		
#	Appendix Name	Link
1	Monthly Goals Management Process	<a href="#">Link</a>
2	CEO's Monthly Goals Approvals Dashboard	<a href="#">Link</a>