**Departmental Planning**

Department Name: Department Head Name:

Department Head Title: Location:

# Reports To: Staff Size:

Department Overview: *(Summarize overall function of department, include titles of department staff.)*

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Staff Responsibilities: *(Core responsibilities associated with each staff position. Answer every question for each position.)*

What specific tasks will this employee perform on a day-to-day basis?

Task:

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Task:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Responsibilities: *(Goals/Mission of the department.)*

Services to be provided to management, external clients, internal clients, etc.:

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Benefits to management, external clients, internal clients, etc.:

*(Impact of the department)*

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Short-Term Goals: *(usually completed in six months to one year.)*

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Tactical Goals: *(usually completed in one to five years.)*

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Department Requirements: (Determine specific needs of the department.)

Equipment needs:

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Training needs: (additional training required by the Department Head or staff members to accomplish goals.)

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Budgetary Requirements: (Estimate all costs associated with the department including equipment, salaries, training, etc.)

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