

Company plan launch planner tool

	Leadership team offsite date	First weekly meeting date	Launch date	Monthly meeting dates	Weekly meeting dates
Purpose	<i>Set company and dept priorities</i>	<i>Leadership team members present detailed plans on how they will execute their priorities in the coming quarter</i>	<i>CEO launches the plans and priorities at a company wide meeting with dashboards and posters</i>	<i>Major analysis of priority progress</i>	<i>Minor analysis of priority progress</i>
Example	<i>14th June</i>	<i>21st June</i>	<i>22nd June</i>	<i>10am, 2nd Wednesday of the month</i>	<i>Wednesday 10am</i>
Q1	<i>14th June</i>	<i>21st June</i>	<i>22nd June</i>	<i>10am, 2nd Wednesday of the month</i>	<i>Wednesday 10am</i>
Q2	<i>14th Sept</i>	<i>21st Sept</i>	<i>22nd Sept</i>	<i>10am, 2nd Wednesday of the month</i>	<i>Wednesday 10am</i>
Q3	<i>14th Dec</i>	<i>21st Dec</i>	<i>22nd Dec</i>	<i>10am, 2nd Wednesday of the month</i>	<i>Wednesday 10am</i>
Q4	<i>14th Mar</i>	<i>21st Mar</i>	<i>22nd Mar</i>	<i>10am, 2nd Wednesday of the month</i>	<i>Wednesday 10am</i>