*DRAFT TEMPLATE 20Feb14*

*[Insert your Chapter Name]*

2014 Chapter Plans

Strategic and Operational Plans

Prepared and approved:

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

President Date

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

Vice-President Date

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

Secretary/Treasurer Date

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

*[Other Officer(s) – specify]*  Date

*This Template is presented as a Best Practice but is not required. It is intended to document your leadership team’s consensus of the plans for the year, developed from the Chapter Planning Workbook. You can delete those topics you are not planning for this year. However this plan is also intended to be reviewed, compared with actual progress, and updated throughout the year as needed at your Leadership Team/Board meetings.*

1. Chapter Officer Training
	1. Our Chapter plans for getting officers trained immediately after being elected or appointed
2. Strategic planning
	1. Chapter Analysis Used in Preparing for Planning
		1. Attach preparatory documents used during planning, for reference during the year, such as SWOT or Chapter Member Survey.
	2. Align Chapter Plans to INCOSE plans
	3. Mission
		1. INCOSE’s Mission: Share, promote and advance the best of systems engineering from across the globe for the benefit of humanity and the planet.
		2. Our Chapter Mission:
	4. Vision
		1. INCOSE’s Vision: The world's authority on Systems Engineering.
		2. Our Chapter Vision:
	5. Values
		1. INCOSE Values
* Systems Thinking – thinking and acting to apply systems approaches to address complex challenges and thus to realise successful sustainable solutions.
* Pioneering and Innovation – taking opportunities ourselves or with partners to evolve systems approaches to meet future challenges.
* Learning and Development – life-long learning with a changing world through education and continuing professional development, covering both technical and leadership competencies.
* Respect, Diversity, Collaboration – building and maintaining respectful relationships internally and externally in order to enable effective collaboration across the diverse community.
* Individuals – the importance of people, their intellect and influencing skill, to support complex decisions and to deliver enduring change.
* Volunteerism – volunteers and staff working together to achieve our objectives and to deliver benefit to our members, individuals and society.
	+ 1. Added Chapter Values
	1. Goals –
		1. INCOSE Goals
* To provide a focal point for dissemination of systems engineering knowledge.
* To promote international collaboration in systems engineering practice, education, and research.
* To assure the establishment of competitive, scaleable professional standards in the practice of systems engineering.
* To improve the professional status of all persons engaged in the practice of systems engineering.
* To encourage governmental and industrial support for research and educational programs that will improve the systems engineering process and its practice.

Our Chapter Goals:

* 1. Objectives
		1. INCOSE 5 year Objectives –
1. INCOSE will double its individual and corporate membership
2. NCOSE will collaborate with XX professional societies to yield jointly developed products and services with significant benefits to all collaborators.
3. Universities will adopt INCOSE recommendations on how to integrate systems engineering and systems thinking into the education of all engineering students and Systems engineering graduate programs will implement GRCSE recommendations.
4. INCOSE will publish the most impactful information on systems engineering in the world and hold the most impactful forums on SE.
5. Half of the largest XX companies in the world in the ground transportation, biomedical and healthcare, power and energy, and finance business sectors will seek to raise the systems engineering competency of their workforce, in part by employing INCOSE products and services.
6. INCOSE will accelerate the transformation of Systems engineering to a model based discipline
	* 1. Our Chapter Objectives:

1.

2

3.

4.

5.

6.

* + 1. Our Chapter Stakeholder Network
		2. Our Chapter Strategies
1. Operational Planning
	1. Officers
		1. Our Chapter Officers
		2. Our Chapter Officers terms:
		3. Officer Responsibilities

RASI – Responsible/Authorize/Support/Inform. Discuss and make sure all officers are very clear what their roles are.

* R - Responsible for the activity
* A - Authorizes/Approves
* S - Support the activity
* I -Keep informed about the activity

RASI for Officers *[edit for your chapter]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity | Pres | PresElct/VP | Sec/Tres | PastPres |  |  |
| Provide leadership to the profession, the Board and the membership |  |  |  |  |  |  |
| Plan and chair regular Board and chapter meetings  |  |  |  |  |  |  |
| Manage all aspects of the chapter, whether internal, within INCOSE or external. Represent the chapter to INCOSE, and work with other chapter officers to ensure the interests of the chapter and INCOSE are properly represented |  |  |  |  |  |  |
| Use Chapter Awards criteria as metrics to evaluate progress |  |  |  |  |  |  |
| Identify, encourage, and mentor prospective chapter leaders |  |  |  |  |  |  |
| Mentor elected officers by setting expectations and offering guidance with issues that arise. |  |  |  |  |  |  |
| Vice President(s), Secretary, and Treasurer report to the President.  |  |  |  |  |  |  |
| Provide leadership to the profession, the Board and the membership.  |  |  |  |  |  |  |
| Plan and chair regular Board and chapter meetings.  |  |  |  |  |  |  |
| Manage all aspects of the chapter, whether internal, within INCOSE or external. Represent the chapter to INCOSE, and work with other chapter officers to ensure the interests of the chapter and INCOSE are properly represented.  |  |  |  |  |  |  |
| Conduct elections for the following year  |  |  |  |  |  |  |
| Update new list of officers in Connect and notify INCOSE by January 31 |  |  |  |  |  |  |
| Mentor elected officers by setting expectations and offering guidance with issues that arise |  |  |  |  |  |  |
| Tracking/evaluation of plans and results & submitting for INCOSE Chapter Recognition |  |  |  |  |  |  |
| Recruiting new members of leadership team |  |  |  |  |  |  |
| Chapter Development – speakers for chapter meetings, tutorials |  |  |  |  |  |  |
| Membership – recruiting, retention/renewal |  |  |  |  |  |  |
| Ambassador/Promoters, CAB |  |  |  |  |  |  |
| Communications – event promotions, newsletters, website |  |  |  |  |  |  |
| Chair a chapter awards committee for Board/Member recognition |  |  |  |  |  |  |
| Leadership succession planning |  |  |  |  |  |  |
| Record minutes of chapter and Leadership Team/ Board meetings  |  |  |  |  |  |  |
| Ensure chapter is responsible in all fiscal matters |  |  |  |  |  |  |
| Prepare an annual budget |  |  |  |  |  |  |
| Administer chapter income and payments with appropriate approval  |  |  |  |  |  |  |
| Report income and expenses regularly at Board meetings |  |  |  |  |  |  |
| Ensure the chapter annual financial report is submitted to INCOSE main office by January 31 |  |  |  |  |  |  |

* 1. Chapter events

Chapter events are planned around the strategic themes/topics identified from the Chapter Objectives developed above for the current year.

Our Themes/Topics

* + 1. Our Chapter Events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | Type of Mtg | Theme | Possible Presenters | Other Notes |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

* + 1. Event Detailed Planning Sheets. Work sheet to finalize details for each event *[edit for your chapter]*

|  |  |
| --- | --- |
| Event |  |
| Type |  |
| Date/Time |  |
| Location(s) & contact(s) info |  |
| Event Coordinator 7 contact info |  |
| Main Topic |  |
| Presenter/Lead & contact info |  |
| Secondary Topic |  |
| Secondary Presenter & contact info |  |
| Anticipated Attendance |  |
| Snacks/Food Respons/contact info |  |
| Equipment Needed |  |
| Electronic Banner Respons & contact info |  |
| Date Notification to be sent |  |
| Webcast Coordinator & contact info |  |
| Webcast Locations |  |
| Budget |  |
|  |  |

* + 1. Event Attendance Sheet

Attendance sign-up sheets for use at all chapter events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event |  | Date |  |  |
| Name | CompanyOrganization | Email | Member? | Send Chapter Info? |
|  |  |  |  |  |
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NOTE: For chapter recognition, the percent of membership (at first of the year) attending events will be the basis for points.

* 1. Chapter Communications plans
		1. Website Plan [edit for your chapter].

|  |  |
| --- | --- |
| Where Hosted – ISP, web URL |  |
| ISP contact info |  |
| Webmaster contact info |  |
| Webmaster backups contact info |  |
| Cost per month if not free |  |
| Planned update frequency |  |
| Days prior to events that information is due to webmaster |  |

### Newsletter. *[edit for your chapter].*

|  |  |
| --- | --- |
| Form – hard or soft copy |  |
| Target length |  |
| Editor |  |
| Content Assignments |  |
| New Member Introductions Assignment |  |
|  |  |
|  |  |
| When to be sent |  |

### Separate event notification

|  |  |
| --- | --- |
| Responsibility to send |  |
| Content responsibility |  |
| When content is due to sender |  |
| When email are to be sent |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Ambassador/promoter activities

|  |  |  |  |
| --- | --- | --- | --- |
| Leadership Team Liaison to Ambassadors | Name | Contact info | Trained? |
|  |  |  |  |
| Organization | Ambassador/promoter | Contact Info | Trained? |
|  |  |  |  |
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## Chapter Membership plans

### Recruiting activities

### Goal for percent new members: \_\_\_\_\_\_\_\_\_\_\_\_

Your Chapter’s Recruiting Activities

| Recruiting Activity | Assigned Responsibility |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |

### Retention activities

### Goal for percent retention rates: \_\_\_\_\_\_\_\_\_\_\_\_\_

Retention is the percentage of members who are up for renewal in a given year, who actually renew. New members who join during the year are not counted in the retention rate calculation.

| Retention Activity | Assigned Responsibility |
| --- | --- |
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### Start-up/support of local student division

### Our plans for student division

## Technical plans

### Chapter involvement with working groups.

#### Plans for involvement with International Working Groups.

#### Plans for Local Working Groups.

#### Plans for Presentation by Working Group at Chapter Meetings.

### Goals for Member certification.

Goals for percent of membership certified this year:

ASEP

 CSEP

 ESEP

Goals for percent of membership actively certified in the chapter (total)

 ASEP

 CSEP

 ESEP

Planned events dedicated to certification (chapter meeting, tutorials)

### Leadership Team (elected or appointed) attendance plans for the International Workshop next January/February

### Leadership Team (elected or appointed) attendance plans for International Symposium in the summer

## INCOSE support plans

### Plans for support to other chapters – mentor, unpaid speaker, financial

### Plans for joint work with other chapters for joint meetings, conferences

### Planned financial Support of INCOSE Foundation, etc.

### Planned nomination to be submitted for INCOSE award

### Plans for promotion of IW and IS on website and at meetings

## Chapter Outreach and Collaboration plans

### Plans for presentation to local company leaders about INCOSE & Chapter

### Plans for Joint Meetings with other associations

### Plans for speakers from CAB or other local companies

### Plans for direct financial support or venue provided by CAB

### Plans for recruiting new local sponsors or international CAB companies

### Plans for chapter collaboration with/support of local schools/universities

### Plans for Chapter involvement with other civil, other entities

## Chapter Operations and Local Recognition

### Plans for Leadership team meetings dates, general agenda –

### Plans for Annual Election candidate publicity and elections.

### Planned date and assign responsibility for lining up candidates and getting statements/biographical.

### Plans for use of electronic “banner” in meetings to promote activities

### Plans for Chapter recognition awards for noteworthy contributions to chapter

### Plans for recognition/thank you letters to companies of officers and local award recipients

## Chapter Top Level schedule –top level, milestone table (or simple milestone or Ghantt chart) with events/activities, dates from above plans all in one place.

 *[chapter format]*

## Chapter budget –.

Chapter’s minimum cash on hand to be maintained:\_\_\_\_\_\_\_\_\_\_

Independent person to review/audit financials\_\_\_\_\_\_\_\_\_

When\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Income Source | Budget | Actuals |
|  |  |  |
|  |  |  |
|  |  |  |
| Planned Expenses | Budget | Actuals |
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