Sample Project & Typical Timeline

Performance
Based on our experience of comparable projects, we estimate the project duration will be about four to six calendar months duration.

The timeline is indicative of phases and interdependencies of the project milestones.
What KML Can Offer You?

KML Strategy & Performance Management Approach and Service Offerings

The following KML performance management service offerings could be delivered to your organization in approximately 4 – 6 months period.

You could select PHASE 1 OR PHASE 2 OR BOTH and additionally select any or all other service offering. You Can Customize The Scope “As Per Your Need/Budget”

1. **Current Status Assessment**
   - Thorough advanced planning for workshop, agenda development and facilitation plan
   - Pre-meeting and interview with key stakeholders to understand perspectives and issues

2. **Strategic Visioning**
   - Provide a change agenda and formulate a coherent strategy with Vision, Mission, Values, and corporate objectives of the organization

3. **Corporate Strategy Refinement**
   - Review and enhance current strategy and performance framework & corporate Balanced Scorecards
   - Update & refresh current corporate strategic plan

4. **KPI Management & Balanced Scorecards**
   - Most challenging part for many organizations is strategy Alignment. KML operational expertise will help the client to align core operation and support units using KPI Management & Balanced Scorecards

5. **Performance Monitoring & Reporting**
   - After being involved in the Strategy Alignment, KML can further help the client to establish a strong strategy Monitoring system to secure a successful strategy execution.

6. **Strategy & Performance Governance**
   - Different manuals that will cover the corporate planning process, Performance management process, terminology, related context, and facilitating tools and techniques to a variety of users.

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**Operational Strategy**

**Quarterly Performance report**

**Corporate Planning Manual**

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www.KPI MegaLibrary.com
What is “Current Strategy Assessment”? is a practical methodology to check the health of current strategy development and execution practice for public and private organizations, using different analysis techniques to shape a perspective on areas of improvement and strengths. The strategy assessment is based on qualitative information (interviews, focus groups & workshops) and quantitative data, as well (diagnostic survey).

How? Will examine the current strategy development and execution framework according to the Strategy Assessment Model below, The are 4 main phases will focus on in our assessment, which are:

1- Strategic Planning
2- Strategy Alignment
3- Strategy Execution
4- Strategy Governance

Outcomes:

► As a result of the above an assessment report will be developed to identify the gap between current strategy development and execution practice against the leading practice, that’s in addition to our subject matter experts recommendations to close the gap.
Focus groups / stakeholder meetings
- Engagement with major internal stakeholders including C-suite and Department heads in order to assess their level of awareness of the current strategy and engage on current strengths, weaknesses, opportunities, threats and strategic priorities

b Review of current strategic plan
- Review of current strategic plan done by the client
- Development of internal capabilities and capacities gap analysis
- Development of trend and comparator analysis, augmented as required with the industry global and regional understanding

c KML team—insights and challenge
- Challenge of strength, weaknesses, opportunities, threats and strategic priorities by KML professionals
- Meet with Strategic Planning team to socialize and validate draft findings of work

KML will deliver the following:

The Workshop
Before the workshop
- Thorough advanced planning for workshop, agenda development and facilitation plan
- Pre-meeting and interview with key stakeholders to understand perspectives and issues
- Development of tailored inputs and pre-reading Strategic Planning materials

During the workshop
- Involvement of KML professionals with deep experience interacting with senior leadership
- A mix of individual, small group and plenary exercises
- Introduce issue resolution techniques to confirm required outcomes are achieved

After the workshop
- Review and enhance strategic goals, strategy map, and corporate level KPIs
- Option for communication of workshop outputs to stakeholders

Outcomes:
- Strategic V. Workshops
- Vision, Mission, Values
- Corporate objectives
- Highlight major issues
- High-level action items

Estimated Efforts Required: 1-3 weeks
Corporate Strategy Refinement

What KML Can Offer You?

Review and enhance current strategy and performance framework & corporate BSC. Update & refresh current corporate strategic plan

**KML will deliver the following:**

- Updated corporate 3-5 year strategy map with themes & objectives
- Updated corporate KPIs & Targets
- Validated 3-5 year Corporate Balanced Scorecard

**HOW WE DO IT:**

- We identify the major strategic Aspirations that the strategy must address and build the Change Agenda (from – to).
- Then, we work together with the Organization’s leadership team to build the Corporate Strategy Map, establishing cause & effect relation among all objectives.

**Estimated Efforts Required:** 3-4 weeks

**Corporate Strategy Refinement**

- **Update Corporate Strategy Map & Objectives**
  
  • Engagement with major internal stakeholders including C-suite and Department heads in order to update the corporate objectives & update the corporate strategy map

- **Review of current corporate KPIs & Targets**
  
  • Identify & validate current KPIs and develop any new additional KPIs
  
  • Review actual performances & update current targets and define targets for new KPIs

- **Consolidate outcomes into corporate BSC**
  
  • Consolidate findings into the Balanced Scorecard, and validate corporate BSC with top management of the organization
Most challenging part for many organizations is strategy alignment. KML operational expertise will help the client to align core operation and support units using KPI Management & Balanced Scorecards.

**Vertical alignment (Levels 2 & 3)**
- Vertical alignment results from cascading the strategy from the corporate level downward to business units and support units.
- Most organizations recognize that there is a significant gap between their strategic plans and their ability to execute.
- For strategy to become meaningful to employees, their personal goals and objectives must be aligned with the organization’s objectives.

**Strategy alignment methodology**
- A strategic planning and cascading methodology tailored to the specific requirements and maturity of your organization, and accompanied by supporting templates to assist the strategy alignment process.

**Linking strategy to budget**
- This alignment is vital because the budget is often the only enterprise-wide process where users are directed and controlled in their use of company assets to achieve organizational objectives.

**Knowledge Transfer**
- To ensure alignment, we will communicate through knowledge transfer sessions or workshops. Conducting several awareness sessions to communicate the outcomes of the workshops will allow all departments to be aligned.

**Outcomes:**
- Scorecards at Level 2 & 3
- Operational objectives
- Operational initiatives
- KPI definitions
- KPI Database
- Knowledge Transfer

**Alignment Methodology**
- Appropriate to your strategic planning maturity level
- Supportive of additional lower-level cascading as required

**Strategy Top-down Alignments**
- Corporate BSC
- Core Business BSC
- Support Services BSC

- Clear alignment between your corporate strategic BSC and the support services BSCs
- Support services strategic plan is developed with the full knowledge and insights of business units strategic plan
What KML Can Offer You?

After being involved in the Strategy Alignment, KML can further help the client to establish a strong strategy monitoring and reporting system to secure a successful strategy execution.

**Performance reports**
- Design of performance report includes key organizational analysis required to show performance of strategy

**Performance Review Meetings**
- Check if enough resources have been allocated
- Strategy team to monitor strategy implementation is trained and in place
- Reviews of the strategy are carried out periodically
- Design Performance review meetings to provide leadership a forum for discussion of strategy and strategic issues

**We take a close look at:**
- Sufficient tools available to monitor strategy execution
- Measures selected, approved, documented, and communicated
- Performance monitoring processes identified & documented

KML will deliver the following:

**Outcomes:**
- Performance management framework
- Design performance reports
- Performance review meetings
- Recommend Performance IT system
- Rewards & compensation recommendations

**HOW WE DO IT:**
- Strategic and operational reports should provide a great deal of information to uncover hidden issues within the organization structure, dynamics or outside environment.

- The foundations for a robust performance management & reporting system with “drill down” capabilities from strategic measures to operational drivers should be established to support and enable the management process on different organizational levels. We believe that Strategy Management should be core competency at Organizations that want to achieve outstanding results.

- And that is achieved only after the implementation of a formal governance process to periodically work on strategy definition, translation, cascading, reporting and review.

- The establishment of an Office of Strategy Management, responsible for coordinating all the activities related to strategy and performance management, is a critical step towards the Execution Premium.
Performance Management Manual
- The manual will cover the performance management process, related context, and facilitating tools and techniques to a variety of readers.
- This manual will focus on important and sometimes complex elements of the performance management process that are commonly overlooked in the day-to-day management of the organization.

KPI Manual
- Having an effective Key performance indicator (KPI) selection and monitoring process is becoming increasingly critical in today’s environment.
- This guideline will help the reader to use KPIs to generate value in the organization.
- Design a KPI Library where the organization’s KPIs are archived & can be easily reached and used.

Corporate Planning & Performance Management Manual
- The primary purpose of this manual is to provide a comprehensive, user-friendly management tool that can be used by the organizations’ employees, to implement or understand the planning process leading to the development of the corporate strategic plan.

Outcomes:
- Corporate Planning Manual
- Performance Management Manual
- KPI Manual
- Roles & Responsibilities Matrix
- Processes & Procedures
- Templates & Tools
- Used Terminology List

Additionally:
- Planning is not a linear step by step process, but a cyclical and iterative process that requires focus and alignment from all people in the organization to move it toward the future. It represents a new focus for the organization; a focus on a compelling vision of the future.
- This manual is designed to help the leaders take steps to begin a strategic management process.
- In addition, Key Success Factors and Common Mistakes will be highlighted in such a manual. These factors and challenges are determinants of successful strategy planning and execution. While they apply to the entire system of strategy management.