Standard Operating Procedure (SOP): Activity Planning and Goal Setting Procedures

This SOP details **activity planning and goal setting procedures**, encompassing the identification of objectives, prioritization of tasks, timeline establishment, resource allocation, progress monitoring, and evaluation methods. The aim is to enhance productivity and ensure effective achievement of organizational goals through structured and strategic planning processes.

1. Purpose

To define the standardized processes for planning activities and setting goals, ensuring alignment with organizational objectives and maximizing operational efficiency.

2. Scope

Applicable to all departments and teams responsible for activity planning and goal achievement within the organization.

3. Responsibilities

- **Managers:** Oversee planning, resource allocation, and progress monitoring.
- **Team Leaders:** Facilitate team input, assign tasks, and track performance.
- **Employees:** Contribute to planning, execute tasks, and provide progress updates.
- **HR/Planning Department:** Provide support, tools, and coordination as needed.

4. Procedure

1. **Identification of Objectives**
   - Review strategic plan/organizational goals.
   - Define specific, measurable, attainable, relevant, and time-bound (SMART) objectives.
   - Document objectives clearly for reference.

2. **Prioritization of Tasks**
   - Break objectives into actionable tasks.
   - Analyze urgency and impact of each task using methods like Eisenhower Matrix or MoSCoW prioritization.
   - Create a prioritized task list.

3. **Timeline Establishment**
   - Estimate time required for each task.
   - Create detailed schedules using tools (e.g., Gantt charts, calendars).
   - Set deadlines and milestones.

4. **Resource Allocation**
   - Identify required resources (human, financial, technical, material).
   - Assign resources based on task requirements and availability.
   - Document resource assignments and update regularly.

5. **Progress Monitoring**
   - Track task progress using management tools or dashboards.
   - Conduct regular check-ins and status meetings.
   - Update progress against milestones and timelines.

6. **Evaluation and Review**
   - Evaluate outcome against predefined objectives.

- Conduct team debriefs and collect feedback.
- Document lessons learned and best practices for future planning.

5. Documentation

- Activity Planning Templates
- Goal Setting Sheets
- Progress Reports
- Resource Allocation Logs
- Review and Evaluation Forms

6. Approval and Revision

Version	Date	Approved By	Summary of Changes
1.0	2024-06-05	Operations Head	Initial release

7. References

- Organizational Policy Manual
- Project Management Standard
- Performance Evaluation Guidelines