Title: Operational Planning Procedures

Code: GU-PR61OPLN

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Approval Authority: University Council

Document Owner: President

Review: The procedures are subject to periodic review as per amendments of Strategic
Planning Policy.

1. Purpose

The purpose of this document is to describe the procedures to be followed by Gulf University in the development of the operational plans to ensure consistency in the implementation of Strategic Planning Policy across all levels of management at the University.

2. Scope

The document applies to Board of Trustees, President, Vice President for Academic Affairs, COO, Deans, HODs, Heads of Units, Directors, and Heads of Administrative Departments at Gulf University.

3. Acronyms

BOT	Board of Trustees
BQA	Education and Training Quality Authority
COO	Chief Operating Officer
HOD	Head of Department
QADC	Quality Assurance and Development Center

4. Definitions

Key Performance Indicator: A Key Performance Indicator (KPI) is a measurable parameter that demonstrates how effectively the University is able to achieve its strategic objectives.

Strategic Plan: The Strategic Plan provides the structure and framework to implement the initiatives of the University at functional level and its impact on performance parameters. It is an inclusive process and comprises internal and external environment scan, identifying goals and objectives, deriving initiatives, achieving milestones, as well as stakeholders' participation in accordance with financial resources.

Operational Plan: This is the plan developed by a component of the University organization (such as Colleges, units, centers, and administrative departments) that describes actions to be taken to support the strategic goals and objectives of the University. Usually, the operational plan details who, what, where and when for the intended actions.

5. Procedure Details:

5.1 QADC, immediately after receiving the approved strategic plan from President of University, shall disseminate it among all level of management, who shall take the plan as a basis for Operational Plan preparation.

5.2 President of University shall ask Director of QADC to begin the preparation of the "Operational Planning Process" for the following academic year.

5.3 QADC shall prepare a schedule for "Operational Planning Sessions" for all management levels at the University, taking into consideration that the operational plan shall be approved by relevant authorities before the start of the academic year.

5.4 Preparation of operational plan shall include input from various sources namely, Strategic plan, daily operation, risk assessment, improvement plan, institutional projects/priorities.

5.5 Operational Planning Sessions shall be facilitated and documented by QADC, shall be conducted by relevant management levels at the University (Vice president for Academic Affairs, COO, Deans, HODs, Head of Units and Directors) as per the schedule prepared by the QADC.

5.6 Deans, HODs, Head of Units and Directors, shall conduct meetings within their divisions to present and discuss drafts of the operational plan for comments, taking into considerations objectives or initiatives with multiple owners.

5.7 Deans, Heads of Units, Directors of Centers, and Heads of Administrative Departments shall review their relevant "draft operational plans", shall send it to Vice President for Academic Affairs or COO as relevant for review and approval, followed by sending all approved plans to QADC.

5.8 QADC shall consolidate all received operational plans in one "draft Operational Plan of the University", followed by sending it to President of University, who shall forward it to University Council.

5.9 University Council shall approve "University Operational Plan" along with the Operational Plans for each division at the University.

6. Responsibilities

Deans, HODs, Heads of Units, Directors of Centers and Heads of Administrative Departments are responsible for:

- Appropriate implementation of this document.

Quality Assurance and Development Center is responsible for:

- Appropriate implementation of this document.

Chief Operating Officer is responsible for:

- Appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

President of University is responsible for:

- Ensuring appropriate implementation of this document

University Council is responsible for:

- Reviewing and approving all operational plans at the University.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

2. Related Policies

- Strategic Planning Policy

3. Related Procedures

- none

4. Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook