

Overview

This standard is about the skills and knowledge needed for you to develop organisational plans in a food and drink business.

Organisational plans are essential to the successful implementation of food and drink business strategy guided by organisational policy. Organisational plans are the practical directives, with measurable outcomes, used in a food and drink business to ensure specific objectives are achieved. Organisational plans developed for a food and drink business must take into account the resources and time available to meet objectives and also the fast moving nature of a food and drink business.

You will need the skills and knowledge to develop organisational plans in a food and drink business, consult on the detail of the plans, receive and provide feedback on the consultation process.

This standard is for you if you work in food and drink operations and/or supply operations and are involved in developing organisational plans in a food and drink business.

Performance criteria

You must be able to:

Prepare to develop plans

1. determine an appropriate timescale and resources needed for the development of a plan
2. scope the area the plans will be applied to
3. access and review food and drink business current strategy and policy documents
4. determine the specific areas of the strategy that will require organisational plans

Develop plans

5. consult with colleagues and external contacts in development of organisational plans
6. determine the actions required to implement the food and drink business objectives
7. construct a planning document setting out how to achieve the set objectives of the strategy
8. check the plans are flexible enough to deal with short term problems and challenges
9. include contingency plans to account for long term changes and challenges

Consult and agree plans

10. discuss and agree the final organisational plans with relevant people
11. discuss the impact of the plans on production, quality, compliance requirements or other area of the food and drink business with relevant people
12. provide feedback on content of the plans to relevant people
13. confirm content of the plans with relevant people
14. provide and receive feedback on the development process including your input into the process
15. respond to requests for information, advice and comment on the emerging organisational plans

Knowledge and understanding

You need to know and understand:

1. what the sources of information are detailing your organisation's current strategy or policy and how to obtain them
2. why it is important to align strategy and policy to the aims, objectives and therefore organisational plans of the food and drink business
3. the timescale and resources required to carry out the development of organisational plans
4. what the internal and external influences are on the development of organisational plans in a food and drink business
5. why it is important to determine the current and future effect of plans on productivity, quality, compliance requirements or other area of the food and drink business
6. why it is important to ensure the organisational plans are realistic and are achievable
7. the importance of including sufficient practical detail in the organisational plans to ensure the outcomes of the plans are measurable
8. how to carry out consultation when carrying out development of plans in a food and drink business
9. the organisational communication channels used when developing organisational plans
10. how to give and receive feedback about the development process

Develop organisational plans in a food and drink business

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