UK COLLEGE
OF BUSINESS AND COMPUTING

Departmental Work Plan

Policy no:	PC 5.9
Version no. & date:	Version 1.1 – November 2026
Author:	Head of People and Culture
Last review date:	N/A
Next review due:	July 2028
Responsible Committee:	College Management Team (CMT)
Approved by & date:	College Management Team (CMT)
External reference points:	
Linked policies:	PC 5.8 Personal Development Plan; PC 5.10 Departmental Work Plan Guidance Note for Managers
Audience:	Staff

Departmental Work Plan

1. Departmental Information

Department Name: _____ **Head of Department:** _____

Reporting Period: (e.g., 01 August – 31 July) _____ **Date Prepared:** _____

2. Departmental Objectives aligned with the College's strategy

No.	Strategic Pillar (Including Commitment)	Objectives	Key Result Expected
1	Our Approach to Education		
2	Our People		
3	Our Learning Community		
4	Our Operational Excellence		

3. Key Activities and Work Plan

Objective	Key Activities	Responsibilities	Timeline	Success Indicators	Progress Update

4. Risk Management

Risk	Impact	Mitigation Strategy

5. Approval

Name	Job Title	Signature	Date
	Head of Department		
	Director		

Version History

Version	Date	Author	Summary of changes	Approved by
1.0	July 2026	Head of People and Culture	Initial version	College Management Team (CMT) – July 2026
1.1	November 2026	Head of People and Culture	Footer and version history updated in line with GA 3.1; PC 5.10 added to linked policies; prepared for approval as a minor amendment	