

Date: 9/9/08
 Established

SMP Year:

2008/2009

Section 305 Business Plan

	Objective	Activity Title	Activity Description	Date of Activity	Owner/Contact	Measure of Effectiveness	Goal	Results 6/09	YTD SMP Results	Reference Info.
1	MR, MS, MV	Section Effectiveness	Develop & Provide a Resource Fact Sheet	2008-2009	Jay Krishnamoorthy	Fact Sheet Used	Post online	50%	50%	SLC Minutes
2	MV	Financial Budget	Develop detailed budget & financial plan for all activities	2008/2009	Randy Messinger	Written and complete	Reviewed each month	100%	100%	SLC Minutes
3	MR, MS, MV	Employment Service	List details of opportunities on website	continuous	Gene Contardi Jay Krishnamoorthy	Content complete & up to date	Update within 5 days	100%	100%	SLC Minutes & website
4	MR, MS, MV	SMP	Develop and Submit SMP	9/08, 3/09, 5/09, 6/09 8/09	Jerry Clupper	Content complete & on time	100% 100% 100%	100%	100%	SLC minutes & ASQ
5	MR, MS, MV	Publicity	Monthly placement in at least three newspapers & other venues	Monthly	Bill Folsom	# of months 3 items submitted	8	100% 6months	100%	SLC minutes
6	MR, MS, MV	Membership Development	Continue new member welcoming committee	2008/2009	Linda Pello	New members contact attempts	100%	100%	100%	SLC minutes
7	MR, MS, MV	Membership Development	Offer free dinner for 1 st meeting attended this program year for new members	2008/2009	Linda Pello	New members offered by telephone & email	100%	100%	100%	SLC minutes & newsletter
8	MR, MS, MV	Section Meeting Effectiveness	Establish networking tool from meeting attendee registration list.	Each meeting	Randy Messinger	List generated at each meeting and emailed to attendees.	8 meetings	25%	25%	SLC minutes
9	MV	Financial Audit	Review financial policies and documentation.	8/09	Jay Krishnamoorthy	Written and submitted on time.	Submitted to ASQ	100%	100%	SLC minutes & letter to ASQ
10	MV, MS	Certification Exams	Offer proctored ASQ exams	12/08 3/09	Randy Messinger	scheduled and run	100% proctored	100%	100%	SLC minutes & newsletter
11	MR, MS, MV	Expand External Contacts	Develop joint meetings with other chapters and societies	2008/2009	Julie Petrellis Jim Petropoulos	# developed	Min 2 per year	2	100%	Schedule in newsletter & website
12	MR, MS, MV	Section Meetings	Increase monthly dinner meeting attendance	3 rd Wednesday	Jim Petropoulos	Number attending	Min 15	53%	87% of goal	Meeting Attendance List
13	MR, MS, MV	Section Meetings	Eight monthly dinner meetings attendance results	3 rd Wednesday	Jim Petropoulos	Number of companies attending	12 companies	67%	92%	Meeting Attendance List
14	MR, MS, MV	Newsletter	Complete record of section activities and schedules	Each month	Larry Spinello	Sent 1st week	95%	100%	100%	Available on website
15	MR, MS, MV	Newsletter	Complete record of section activities & schedules	Each Month,	Larry Spinello	Content complete	100% as submitted	100%	100%	Newsletters
16	MR, MS, MV	Membership Development	Publish new member names in newsletter	Each Month	Larry Spinello	All new members listed	100%	100%	100%	
17	MR, MS, MV	Employment Service	List in newsletter by publishing a website link	Monthly	Larry Spinello	Content complete & up to date	Update within 5 days	100%	100%	Goal is website data
18	MV, MS	ASQ Certification	Announce all certifications in Newsletter	2008/2009	Larry Spinello Randy Messinger	Number identified and published	100%	100%	100%	SLC Minutes , newsletter & website
19	MR, MS, MV	Internet Liaison	Website content and links	Continuous	Jay Krishnamoorthy	Content complete & up to date	Update within 5 days	100%	100%	www.asqnewhaven.org
20	MR, MS, MV	Internet Liaison	Website content and links	Continuous	Jay Krishnamoorthy	Number of hits	50% of membership	57% Of goal	98% Of goal	www.asqnewhaven.org
21	MR, MS, MV	Employment Service	List on website	Monthly	Jay Krishnamoorthy	# of hits on website page	15% of membership	74% Of goal	122% Of goal	Website data

22	MR, MS	Section Effectiveness	Provide Section Financial summaries on web site	Quarterly 9/08, 1/09, 4/09, 7/09	Jay Krishnamoorthy Randy Messinger	Content complete & on time	Published 4 times, on time	100%	100%	www.asqnewhaven.org
23	MV, MS	SMP Basics	Submittal of Section information to ASQ	5/09	Nick Squeglia	Complete as required	Submitted on time	100%	100%	SLC Minutes SMP notification
24	MR, MS, MV	SLC Meetings	Six monthly meetings with agenda & minutes	2 nd Tuesday	Nick Squeglia Julie Petrellis	Agenda & minutes for each meeting	100%	100%	100%	SLC minutes
25	MR, MS, MV	SLC Development	SLC energy, influence, diversity & value	2 nd Tuesday	Nick Squeglia	Number attending SLC meeting	80%	102%	81% Of goal	SLC minutes
26	MR, MS, MV	SLC Development	Attend ASQ/NEQC officer & committee training	When scheduled	Nick Squeglia	# attending	Min 2	50%	50%	SLC minutes
27	MR, MS, MV	SLC Involvement	SLC member attendance at Eight monthly dinner meetings	3 rd Wednesday	Nick Squeglia	Number of SLC members attending	50% of board	72% of goal	120% of goal	Meeting Attendance List
28	MR, MS, MV	Section Meeting Effectiveness	Run dinner meetings on time as published	Each meeting	Jim Petropoulos	Each section of meeting begun on time +- 5 minutes	8 meetings	100%	100%	Meeting Observation
29	MR, MS, MV	Education/ Training	Provide attendees with copy of presentation on flash drive	Each Meeting	Jim Petropoulos Jay Krishnamoorthy	Content Provided and delivered	% Meetings provided	100%	100%	www.asqnewhaven.org SLC Minutes
	MR = Member Retention	MS = Member Satisfaction	MV = Member Value							