

Date	09/10/10
Established	

SMP Year:

2010/2011
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## Section 305 Business Plan

	Object ive	Activity Title	Activity Description	Date of Activity	Owner/ Contact	Measure of Effectiveness	Goal	Results 03/11	YTD SMP Results	Reference Info.
1	MR, MS, MV	Section Effectiveness	Develop & Provide a Resource Fact Sheet	2010-2011	Jay Krishnamoorthy	Fact Sheet Used	Post online	100%	40%	SLC Minutes
2	MV	Financial Budget	Develop detailed budget & financial plan for all activities	2010/2011	Randy Messinger	Written and complete	Reviewed each month	100%	40%	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	01/11, 4/11, 7/11, 10/11	Victor Lixin Lei	Content complete & on time	100%	100%	25%	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%	50%	SLC minutes
6	MR, MS, MV	Membership Development	Continue new member welcoming committee	2010/2011	Linda Pello	New members contact attempts	100%	100%	100%	SLC minutes
7	MR, MS, MV	Membership Development	Offer free dinner for 1 <sup>st</sup> meeting attended this program year for new members	2010/2011	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	100%	50%	SLC minutes
9	MV	Financial Audit	Review financial policies and documentation.	10/11	Jay Krishnamoorthy	Written and submitted on time.	Submitted to ASQ	100%	35%	SLC minutes & letter to ASQ
10	MV, MS	Certification Exams	Offer proctored ASQ exams		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	2010/2011	Julie Petrellis Jim Petropoulos	# developed	Min 2 per year	100%	0%	Schedule in newsletter & website
12	MR, MS, MV	Section Meetings	Increase monthly dinner meeting attendance	3 <sup>rd</sup> Wednesday	Jim Petropoulos	Number attending	Min 15	100%	100%	Meeting Attendance List
13	MR, MS, MV	Section Meetings	Eight monthly dinner meetings attendance results	3 <sup>rd</sup> Wednesday	Jim Petropoulos	Number of companies attending	12 companies	100%	100%	Meeting Attendance List
14	MR, MS, MV	Newsletter	Complete record of section activities and schedules	Each month	Larry Spinello	Sent 1st week	95%	100%	40%	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	2009/2010	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%	<a href="http://www.asqnewhaven.org">www.asqnewhaven.org</a>
20	MR, MS, MV	Internet Liaison	Website content and links	Continuous	Jay Krishnamoorthy	Number of hits	50% of membership	100%	100%	<a href="http://www.asqnewhaven.org">www.asqnewhaven.org</a>

21	MR, MS, MV	Employment Service	List on website	Monthly	Jay Krishnamoorthy	# of hits on website page	15% of membership	100%	100%	Website data
22	MR, MS	Section Effectiveness	Provide Section Financial summaries on web site	Quarterly 10/10, 01/11, 04/11, 07/11	Jay Krishnamoorthy Randy Messinger	Content complete & on time	Published 4 times, on time	100%	25%	<a href="http://www.asqnewhaven.org">www.asqnewhaven.org</a>
23	MV, MS	SMP Basics	Submittal of Section information to ASQ	5/11	Nick Squeglia	Complete as required	Submitted on time	100%	25%	SLC Minutes SMP notification
24	MR, MS, MV	SLC Meetings	Six monthly meetings with agenda & minutes	2 <sup>nd</sup> Tuesday	Jay Krishnamoorthy Julie Petrellis	Agenda & minutes for each meeting	100%	100%	40%	SLC minutes
25	MR, MS, MV	SLC Development	SLC energy, influence, diversity & value	2 <sup>nd</sup> Tuesday	Jay Krishnamoorthy	Number attending SLC meeting	80%	100%	100%	SLC minutes
26	MR, MS, MV	SLC Development	Attend ASQ/NEQC officer & committee training	When scheduled	Jay Krishnamoorthy	# attending	Min 2	100%	0%	SLC minutes
27	MR, MS, MV	SLC Involvement	SLC member attendance at Eight monthly dinner meetings	3 <sup>rd</sup> Wednesday	Jay Krishnamoorthy	Number of SLC members attending	50% of board	100%	50%	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%	50%	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%	50%	<a href="http://www.asqnewhaven.org">www.asqnewhaven.org</a> SLC Minutes
30	MR, MS, MV	Membership development	Communicate with local college	Continuous	Jay Krishnamoorthy	New member s	100%	100%	100%	SLC minutes
31	MR, MS, MV	Community and networking	ASQ support on local small business	Continuous	Jay Krishnamoorthy	Training programs	100%	scheduled	On schedule	<a href="http://www.asqnewhaven.org">www.asqnewhaven.org</a> SLC Minutes
32	MR, MS, MV	Education	Training courses	Continuous	Nick Squeglia	Numbers of courses	100%	scheduled	Scheduled	<a href="http://www.asqnewhaven.org">www.asqnewhaven.org</a> SLC Minutes
33	MR, MS, MV	Membership development	Develop new ASQ members	Continuous	SLC team	Numbers of new ASQ member	Average 2 per SLC member	100%	On Schedule	SLC Minutes
	MR = Member Retention	MS = Member Satisfaction	MV = Member Value							