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**MEMORANDUM TO:** Employment Ontario Service Providers completing Business Planning in SP Connect

**FROM:** Teresa Damaso  
Director, Program Delivery Support Branch

**DATE:** October 9th, 2015

**SUBJECT:** Employment Ontario 2016-2017 Business Planning

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**OBJECTIVE:**

The purpose of this memo is to provide Employment Ontario organizations with information about the upcoming 2016-2017 business planning process and timelines.

**CHANGES FOR 2016-2017 BUSINESS PLAN PROCESS:**

This year business planning will be conducted in SP Connect. This means organizations will complete and submit their business plan(s) online using SP Connect.

A letter including more details about the new online business planning functionality and where to find resources and tools will be emailed to you in October.

The content of the business plans remains largely the same as previous years. To the extent possible, the format of the business plan templates have been aligned across EO programs. The major sections and headings in the business plans are now standardized across programs to increase consistency and usability for service providers. Some portions of the business plan remain program specific to allow for the collection of necessary program specific information.

**2016-2017 BUSINESS PLAN TIMELINES:**

Business plans will start to be available in SP Connect **Tuesday October 20<sup>th</sup>, 2015.**

Business plans must be completed and submitted in SP Connect by **Friday November 13<sup>th</sup>, 2015.**

**BACKGROUND:**

The purpose of the business planning process is for you to plan how you will achieve your targets and deliverables within budget and within an annual business management cycle beginning April 2016 and ending March 2017.

The annual business planning process enables you to:

- effectively manage the ongoing success of your organization;
- understand the results you have achieved to date;
- understand the cause of those achieved results; and,
- develop strategies for improvement, and adjust those strategies on an ongoing basis.

Once completed, your business plan will inform the responsibilities and targets that will be set out in the appropriate schedule for your 2016-2017 legal agreement.

**NEXT STEPS:**

More detailed information regarding the business planning process will be included in the email you will receive in October. If your organization has any questions about the business planning process please contact your Employment and Training Consultant.