

Gartner for Compliance

Your Must-Have Toolkit for Compliance Strategic Planning





Document your strategy

One-page template to capture your strategic plan for easy communication

This is an example. Use the fillable template on page 22 to customize for your needs.

**Vision statement**

State where the organization wants to go, what you want to accomplish.

Example: Streamline and digitalize compliance risk management support, and improve speak-up health and reporting processes

**Statement of strategy**

Develop a concise statement to summarize the essence of the plan, the target state and required initiatives.

Example: Prepare compliance department budgets and strategies, balance department growth and improve organizational challenges.

Current state**4 to 7 key metrics characterizing your current state****Do**

- Accurately measure the organization's baseline and progress toward target state
- Capture risks to achieving mission-critical business priorities

Don't

- Create overly detailed metrics related to day-to-day performance

Example: Percentage of contracts turned around within designated time frame — 87%

Example: Total outside counsel cost savings due to department efficiencies — \$100,000

Plan**4 to 7 initiatives required to achieve the target end state****Do**

- Reconcile conflicting views
- Build strong buy-in
- Focus resources and attention

Don't

- Push ahead without consensus and buy-in

Example: Implement a contract management system to enhance functionality and improve efficiency of key business processes.

Example: Establish a global outside counsel shared services center to reduce overall costs.

4 to 7 assumptions that must be true for the plan to succeed**Do**

- Communicate explicitly
- Specify quantifiable thresholds
- Allow for real-time course corrections

Don't

- Create confusion or disagreement around basis of strategy
- Omit risks that must be mitigated

Example: Significant regulatory and business practice changes as they relate to labor and employee, privacy and environmental disclosures

Example: High volume of acquisitions across industry and supply chain

Future state**4 to 7 key metrics characterizing your target state****Do**

- Describe the organization's desired end state
- Set goals to determine when the end state will be reached

Don't

- Target scenarios too distant from the current state

Example: Percentage of contracts turned around within designated time frame — 90% within 12 months

Example: Total outside counsel cost savings due to department efficiencies — \$200,000 by end of 20XX



Document your strategy

Fillable template to outline your own strategic plan on a page

Type in the fields below to complete the interactive form

 Vision statement		 Statement of strategy	
Current state		Plan	
4 to 7 key metrics characterizing your current state	4 to 7 initiatives required to achieve the target end state		4 to 7 key metrics characterizing your target state
	4 to 7 assumptions that must be true for the plan to succeed		

Actionable, objective insights

Position your compliance function for success. Explore these additional complimentary resources and tools:

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