*NOTE: This Table of Contents is designed for a broad use – BSC Framework* *planning can use it. Where you see “Company” in the Table of Contents, this may change depending on your focus. If you are a department manager and doing a plan, then you should change all “Company” to your department. If you are doing a project, then you should change all “Company” in the table to read your project name.*

**Table of Contents – MUST USE THIS AND MUST HAVE PAGE NUMBERS TO EACH OF THE SECTIONS:**

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	2. Overall current performance – Financially and Company-wide
	3. Company Strategies
		1. Product Strategies
		2. Service Strategies
	4. Market and Competitor Analysis
	5. Define what is the issue you are seeking to fix – in detail
3. KPI Process Using BSC Framework
	1. EPM Intended Result(s)
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	2. Approval: “Do I have your approval to proceed with this plan?