*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:**

1. Executive Summary
2. Overview of the Company’s Landscape
   1. Background of the company
   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)
   2. Proposed Brainstorm of Key Measures
   3. Defined and Documented Selected Performance Measures
   4. Define Composite Indicators
   5. Established Targets and Thresholds
4. Mock-up Balanced Scorecard for the Company
   1. Proposed Scorecard Overview
   2. Additional Scorecard Elements:
      1. Proposed Automation Tool
      2. Collection and Monitoring Plan
      3. Plan of Analysis of the Data
      4. Performance Improvement Plan
5. Conclusion
   1. Plan Recap
   2. Approval: “Do I have your approval to proceed with this plan?