# Joint Business Plan

Joint Business Plan (JBP) is the vehicle to manage and deliver joint objectives for the NZ Government and suppliers. The JBP serves a dual purpose, it is a planning and a reporting tool.

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| Joint Business Plan (JBP) | |
| Agency name |  |
| Supplier name |  |
| Version |  |
| Date |  |

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| Reviewed and approved by | | |
| [Agency Name] | [Signature] | [Date] |
| [Supplier Name]  [Name and Job Title] |  |  |

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| Joint Business Plan template | | |
| Purpose | [Short description of the purpose the Joint Business Plan (JBP) and its role in creating joint value.] | |
| Vision | [Joint vision statement] | |
| Scope | [Describe the scope of the JBP in terms of business units, geography etc] | |
| Governance | [Insert the agreed relationship governance model and activities]  [Insert roles and responsibilities]  [Insert specific review cycle for this plan] | |
| Stakeholder Map | [Identify the key stakeholders and resources from both parties supporting the development and delivery of this plan]  e.g.  [Accountable Executives]  [Strategic Supplier Relationship Managers]  [Workstream Leads]  [Supplier specific stakeholders]  [Project or initiative specific resources] | |
| Relationship Charter | [joint commitment to behaviours and ways of working]  e.g.  [Openness and transparency]  [Honest feedback]  [No blame]  [Professionalism]  [Collaboration]  [Action oriented]  [Outcome and results focus]  [Mutual benefits] etc. | |
| Contract/s Summary | [ Insert a brief summary of current contracts]  [Service/products]  [Business unit/s]  [Total contract value]  [Contract start / end dates]  [Key contract milestones / reviews etc] | |
| Spend Summary |  | |
| Performance | [Performance summary – focus on KPI’s that support SLA’s, using trending indicators and on us metrics]  [insert graphic scorecard of aggregated performance]  [Insert commentary including corrective actions and continuous improvement] | |
| Risk Action Plan | [Focus on key risks that are above the organisations risk appetite where collaborative working can mitigate and reduce risk ratings- specific activities that will be in this plan] | |
| Relationship Development | [Insert the latest 360° and summary of key findings and agreed actions] | |
| Value Opportunities | [Insert prioritised value creation opportunities defining the way in which value will be quantified and the metrics to be used by both parties and also how in each case value will be shared] | |
| Action Plan | [Insert 30, 60, 90-day action plan. The plan will be made up of four parts:  Part 1 – PERFORMANCE – Only collaborative actions that are required to achieve performance improvement that cannot realistically be achieved at a purely operational level.  Part 2 – RISK – Only collaborative actions that are required to achieve risk mitigation that cannot be realistically achieved at a purely operational level.  PART 3 – RELATIONSHIP DEVELOPMENT – Actions agreed to the address key areas of relationship development  PART 4 – VALUE creation – Value creation initiatives]  [insert action plan template below] | |
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| Part 1 – Performance | | | | | | | | | | | | | |
| Ref | | | **Description** | **Owner** | **Timing** | | **Mitigating action** | | **Key Dates** | | **RAG status** | **Comment** | |
| [Insert initiative / workstream reference number] | | | [Insert description of the risk] | [name] | Close date | | [Insert the activities to be taken to mitigate the impact of the risk, or resolve an issue] | | [Insert key dates against each action] | | [Red, Amber, Green] | [Insert commentary on current status, anticipated challenges, impact, likelihood and any help required] | |
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| Part 2 – Risk | | | | | | | | | | | | | |
| Ref | | | **Description** | **Owner** | **Timing** | | **Key Milestones** | | **Key Dates** | | **RAG status** | **Comment** | |
| [Insert RAID reference number] | | | [Insert description of the activity] | [name] | Start  End | | [Insert the activities which will enable the delivery of the overall initiative] | | [Insert key dates against each milestone] | | [Red, Amber, Green] | [Insert commentary on current status, anticipated challenges and any help required] | |
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| Part 3 – Relationship Development | | | | | | | | | | | | | |
| Ref | | | **Description** | **Owner** | **Timing** | | **Key Milestones** | | **Key Dates** | | **RAG status** | **Comment** | |
| [Insert initiative / workstream reference number] | | | [Insert description of the risk] | [name] | Start  End | | [Insert the activities which will enable the delivery of the overall initiative] | | [Insert key dates against each action] | | [Red, Amber, Green] | [Insert commentary on current status, anticipated challenges and any help required] | |
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| Part 4 – Value Release | | | | | | | | | | | | | |
| Ref | | | **Description** | **Owner** | **Timing** | | **Key Milestones** | | **Key Dates** | | **RAG status** | **Comment** | |
| [Insert initiative / workstream reference number] | | | [Insert description of the risk] | [name] | Start  End | | [Insert the activities which will enable the delivery of the overall initiative] | | [Insert key dates against each milestone] | | [Red, Amber, Green] | [Insert commentary on current status, anticipated challenges and any help required] | |
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