Translating Your Service Division Business Plan into SDZ

**From the Business Plan**
1. Strategies for change are recorded under context.
2. Division objectives are recorded under context.
3. Initiatives are recorded as initiative name.
4. Strategic alignments are recorded as linked initiatives.
5. Services focus areas are recorded as linked focus area.
6. Deliverables are actions under initiatives.
7. KPIs are performance measures.

[ID] enter the business unit abbreviation and the initiative number.
[start/end date] enter the anticipated start and end dates.
[Responsible Persons] nominate an individual responsible for delivery of the initiative.

**From the Quarterly performance report**
8. Update progress against an initiative in a SDZ performance report.

[Trend] Determine the performance trend of the initiative.