**Annual Planning**

1. Implementing a programme, a project or portfolios requires ensuring all outputs in planning documents are delivered and contribute to achieving outcomes in the UNDP Strategic Plan and relevant country or regional programme document.
2. Annual planning should take place at all levels to help ensure that yearly priorities are well defined and agreed with key stakeholders.
3. The evaluation plan should be reviewed annually and refined and adjusted as needed. The annual country office business planning meeting at the beginning of the year offers a good opportunity to review the evaluation plan. A formal midterm review of the evaluation plan is also highly recommended. For more information, see also the [UNDP Evaluation Guidelines](https://erc.undp.org/methods-center/guidelines/undp-evaluation-guidelines).

***Integrated Work Planning***

1. The annual planning process starts with the preparation of an [Integrated Work Plan (IWP)](https://undp.sharepoint.com/SitePages/Integrated-Work-Plan.aspx), [whic](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/UNDP%20Annual%20Business%20Plan%20(ABP)%202016.docx&action=default&DefaultItemOpen=1)h establishes corporate annual priorities to achieve results established in the Strategic Plan. Annual Business Plan priorities cascade throughout the organization through integrated workplans, in a two-phased approach:
2. Global and Regional Bureaux and other headquarters units (**Group 1**) establish their integrated workplan in response to the Annual Business Plan; and,
3. Country offices and subunits in the Bureau for Management Services and Bureau for External Relations and Advocacy (**Group 2**) complete their integrated workplans in response to priorities set by their respective bureaux.
4. In preparing integrated workplans, Group 1 units are expected to ensure the appropriate level of consultation with their subsidiary units, while country offices are expected to ensure the appropriate level of consultation with national counterparts and local development partners.
5. Integrated workplans establish annual priorities for both programme and operational issues, replacing other unit level workplans. They bring together annual planning in response to corporate priorities, as well as country, region and other priorities.
6. Every unit is accountable for developing clear results, and monitoring and reporting on progress based on available evidence. The approval and quality assurance of integrated workplans resides with oversight bureaux.

***Project Annual Planning***

1. The multi-year workplan must be reviewed at least once per year with the project board to ensure it remains valid for delivering project outputs in the most efficient and effective way possible. Project annual planning may take place at any point during the year. Specific procedures are found in [Provide Oversight (Review and Adjust)](https://popp.undp.org/procedure/oversight-review-adjust).
2. Project annual planning must take learning and risk management into account and reflect course corrections to respond to learning and changes in context.
3. Procurement and Human Resources (HR) planning must adhere to the UNDP [Procurement policies](https://popp.undp.org/procurement) and to the UNDP [Human Resources Management policies](https://popp.undp.org/human-resources-management).

***Portfolio Annual Planning***

1. The portfolio board reviews and approves the annual work plan for implementing partners, incorporating milestones. These portfolio milestones gain approval on a yearly basis, covering each subsequent 12-month work period. The annual planning for the portfolio may occur at any time throughout the year, and detailed procedures can be found in [Provide Oversight (Review and Adjust)](https://popp.undp.org/procedure/oversight-review-adjust).
2. When conducting portfolio annual planning, considerations must be given to system momentum, system learning, and risk management. The plan should reflect adjustments made to respond to newfound insights and changes in the contextual landscape.
3. The Portfolio Shared Results Committee (PSRC) convenes at least four times a year to take implementing corrective actions, approving adjustments beyond specified tolerance levels, endorsing substantive revisions (major/minor amendments) to work plans, reallocating resources between work plans, approving associated budget revisions, addressing requests for the suspension or extension of work plans, and making other changes to the work plans within the threshold set up by the portfolio board. All changes must align with donor agreements and are subject to additional funding.
4. Procurement and Human Resources (HR) planning must adhere to the UNDP [Procurement policies](https://popp.undp.org/procurement) and to the [Human Resources Management policies](https://popp.undp.org/human-resources-management).