

Annual Operating Plan



Executive Leadership

- Allocate the corporate budget to respective business units / regions / departments within the organization
- Review budgets, forecast, and ongoing variance analyses
- Review bottom-up asks and make top-down consolidation and trade-off decisions



CFO / VP of Finance

- Ensure plans and funding are aligned with business and financial strategies
- Maximize participation from business leaders to optimize rationalization of our plans
- Drive continual incremental usage of Anaplan models to connect our planning processes



Budget Owner / Functional Leader

- Review historical data to understand key business trends and generate assumptions
- Generate bottom-up forecasts to assess feasibility to meet targets and to formulate asks
- Collaborate with finance manager to run what-if scenarios of the plan
- Allocate targets to operational levels to drive specific business performance

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Finance Management

- Validate business strategy and assumptions with finance data
- Liaise with budget owners / functional leaders to generate forecasts and budgeting reports
- Collaborate with functional leaders to run what-if scenarios of the plan



Finance Analyst / Model Builder

- Build the AOP model by collecting requirements from business
- Validate data in the model
- Check and report any exceptions
- Facilitate AOP process within Anaplan

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Human Resources

- Work with budget owners to manage headcount movements
- Review and validate compensation ratios (roles, locations, etc.) and other workforce optimization measures (salary band calculations, total equity plans, etc.)



Treasury / Controller

- Establish and input FX rates
- Forecast cash flow
- Perform tax planning
- Assess the anticipated impact of the plan on the working capital and inform executive leadership as needed