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COURSE BROCHURE

Departmental Innovation Planning and Pipeline Reviews Training Course

14 – 18 December 2026
Dar es Salaam

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Registered in the United Kingdom and Saudi Arabia

Departmental Innovation Planning and Pipeline Reviews Training Course

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Departmental Innovation Planning is a 1-week training course for department heads who run annual planning cycles and want new ideas to sit inside the plan rather than beside it, producing a departmental innovation plan with a staged idea pipeline. Budgets are tight, expectations of renewal are rising and leaders ask each department where its next improvements will come from. Jupiter Prime Training delivers this course for heads who shape departmental priorities.

Why Departmental Innovation Planning Matters Now

Three pressures meet at department level. Executive teams cascade renewal targets but rarely say how a department should fund them; staff expect their suggestions to be heard and acted on; and finance partners want proof that experimental spending competes fairly with running costs. A department that plans innovation deliberately can show a balanced spread of small fixes and bolder bets, release money in stages and stop weak ideas early. One that leaves it to chance sees enthusiasm fade and pet projects absorb budget.

Who Gains Most from Departmental Innovation Planning

- Heads of department accountable for the annual plan and its targets
- Deputy heads who coordinate improvement initiatives across sections
- Section managers who sponsor staff proposals and pilot trials
- Planning coordinators who prepare budget submissions and quarterly reports
- Service leads responsible for customer or citizen experience changes

A department head attending with a deputy and a planning coordinator gains most, as they agree pipeline stages and funding rules together.

Departmental Innovation Planning Capabilities

Participants turn loose idea lists into a planned spread of experiments with stage criteria, funding rules and review dates.

- Translate cascaded renewal targets into departmental innovation goals — executive sponsors
- Design a staged idea pipeline with entry and exit criteria — section managers
- Weigh incremental, adjacent and exploratory bets in one mix — the departmental leadership group
- Specify tranche funding and capacity reserves for experiments — finance partners
- Build a quarterly pipeline review that stops, scales or reshapes ideas — the head of department
- Communicate innovation progress alongside operational results — staff and senior leadership

Key Departmental Innovation Planning Terms

- Innovation goal — a stated departmental aim for new or improved services, processes or products within the planning year.
- Idea pipeline — the staged route an idea follows from first proposal through testing to adoption or closure.
- Stage criteria — the evidence an idea must show before it moves to the next pipeline stage and its next funding tranche.
- Innovation mix — the balance of incremental, adjacent and exploratory ideas a department chooses to hold at one time.
- Tranche funding — releasing money to an idea in small portions, each tied to evidence gathered in the previous stage.
- Capacity reserve — staff time deliberately set aside in the departmental plan for testing and developing new ideas.

Departmental Innovation Planning Day by Day

Day 1: Renewal Pressures on the Department

- Cascaded Renewal Targets — What the Department Must Contribute
- Service and Process Pain Points Inventory — Where New Ideas Are Needed
- Stakeholder Expectation Map — Whose Needs Shape Innovation Goals
- Current Plan Health Check — Space Left for New Initiatives
- Innovation Ambition Statement — Agreeing the Department's Renewal Intent

Day 2: Setting Innovation Goals in the Plan

- Innovation Goal Wording — Linking Aims to Departmental Objectives
- Leading and Lagging Innovation Measures — Tracking Progress Before Results
- Innovation Mix Ratios — Balancing Incremental and Exploratory Bets
- Capacity Reserve Sizing — Protecting Staff Time for Experiments
- Goal Placement in the Annual Plan — Avoiding a Separate Side Plan

Day 3: Building the Idea Pipeline

- Idea Intake Channels — Capturing Proposals from Staff and Users
- Screening Scorecard — Fit, Effort and Expected Benefit Judgements
- Stage Criteria Design — Evidence Needed at Each Pipeline Gate
- Low-Cost Test Formats — Choosing How to Trial an Idea
- Pipeline Visual Board — Making Idea Status Visible to Staff

Day 4: Funding and Reviewing Ideas

- Tranche Funding Rules — Releasing Money Against Stage Evidence
- Innovation Budget Line Negotiation — Securing Finance Partner Support
- Quarterly Pipeline Review Agenda — Stop, Scale or Reshape Choices
- Kill Criteria and Graceful Closure — Ending Weak Ideas Early
- Scaling Handover Plan — Moving Proven Ideas into Operations

Day 5: Practising the Departmental Innovation Plan

- Goal and Measure Drafting — Applying Day Two to Own Department
- Pipeline Stage Set-Up — Applying Day Three Criteria to Live Ideas
- Funding Rule Rehearsal — Applying Day Four Tranche Logic
- Peer Challenge Panel — Testing Plans Against Colleague Scrutiny
- Departmental Innovation Plan with Idea Pipeline — Final Version

Applying Departmental Innovation Planning After the Course

- Run a first quarterly pipeline review with section managers, using the stage criteria and stop, scale or reshape choices designed on the course.
- Present a tranche funding proposal for the innovation budget line to the finance partner, linked to the department's innovation goals.

Departmental Innovation Planning Questions FAQ

What is departmental innovation planning and why does it matter now?

Departmental innovation planning is the practice of writing innovation goals, an idea pipeline and staged funding into a department's annual plan. It matters now because leadership teams expect every department to show where improvements will come from while budgets stay tight.

Which roles gain most from departmental innovation planning?

Departmental innovation planning suits heads and deputy heads of department, section managers who sponsor proposals and planning coordinators who prepare budgets. In hospitals it suits clinical service heads; in utilities, heads of customer service.

How does departmental innovation planning differ from a creativity or intrapreneurship course?

Departmental innovation planning focuses on the plan, the pipeline and the money, not on generating ideas or launching internal ventures. A creativity course builds idea generation habits; an intrapreneurship course prepares one venture proposal. This course decides which ideas the department funds and reviews.

What do you bring back from departmental innovation planning?

You bring back a departmental innovation plan with an idea pipeline: innovation goals and measures, stage criteria, a funding rule and a quarterly review agenda, ready for your next annual plan.

Departmental Innovation Planning: The Way Forward

The departmental innovation plan with its idea pipeline first informs how much staff time and budget the department reserves for experiments next year. Heads of department, section managers and finance partners use it together at each quarterly review. After its first cycle, revisit the innovation mix ratios to see whether the department is taking enough exploratory bets or only safe improvements.