**MANUSCRIPT FOR ROLES OF SMO PRESENTATION**

<Amenities>

**SLIDE 1**

I am \_\_\_\_\_\_\_\_\_ and I will be presenting the Roles of SMO. <CLICK>

**SLIDE 2**

The SMO’s primary function is to oversee and administer the execution of the organization’s strategy. It is also the central function of the organization which ensures the organization sustains its focus on the strategy. The OSM integrates the approaches of the strategy processes, and it ensures that the governance systems are integrated. <CLICK>

**SLIDE 3**

In summary, here are the functions of SMO.

1. Oversight and Administration of strategy execution.
2. Ensures that the organization sustains its focus on the strategy, from development to execution.
3. Provides an integrated approach to strategy management process, and ensure integration of governance systems.
4. Communicating the Strategy. <CLICK>

**SLIDE 4**

The SMO plays a crucial role in Integration and coordination of key principles of the strategy management process. In this chart, the SMO has an important function in the execution of every process of the Strategy Management Process. From strategy development. <CLICK>

**SLIDE 5**

Until the Best Practice Sharing. <CLICK>

**SLIDE 6**

As an **Architect** The SMO defines and clarifies philosophies of performance management and the processes required for execution.<CLICK>

**SLIDE 7**

As a **Process Owner**, the SMO defines, develops, and oversees the process of execution required to manage the strategy. <CLICK>

**SLIDE 8**

As an **Integrator**, the SMO Ensures that the processes owned and run by other functional units are linked to the strategy. <CLICK>

**SLIDE 9**

How to Organize and Structure an SMO?

1. Identify the main issues and define a benefits case.
2. Structure the roles within the SMO.
3. Determine where the SMO should report in the organization.
4. Consider the culture of the organization.
5. Select and develop personnel for the organization. <CLICK>

**SLIDE 10**

How to Develop an SMO Charter?

Step 1: Assign team responsibility for building the SMO Charter.

Step 2: Identify examples of SMO Charters developed for other organizations.

Step 3: Write a mission statement that describes the purpose of establishing the SMO.

Step 4: Fill in each of the suggested sections for the SMO Charter.

Step 5: Review the Charter with the Executive Leadership Team.

Step 6: Publish the approved version and move on to write the position description for the person who will head this function – the Chief Strategy Officer. <CLICK>

**SLIDE 11**

Let us now discuss the roles and responsibilities of the SMO. <CLICK>

**SLIDE 12**

This is where AFSMO is situated in the HPAF level. AFSMO directly reports to the CG, PAF. <CLICK>

**SLIDE 13**

The approved SMO structure is as follows. This should also be applied to all PAF Units as per letter directive number 06 dated 11 April 2019. <CLICK>

**SLIDE 14**

The Strategy Formulation, Alignment and Monitoring Branch (SFAM) involves formulation of Unit strategies, alignment of Unit programs, projects, and activities towards the Unit strategy and PAF Flight Plan, and monitoring of Unit strategies to attain goals of the Unit in line with PAF Flight Plan. Their main duties are Strategy and Policy Creation <CLICK>

**SLIDE 15**

Organizational Alignment <CLICK>

**SLIDE 16**

Strategy Monitoring. <CLICK>

**SLIDE 17**

Research and Analysis and Records Management. <CLICK>

**SLIDE 18**

The Performance Management, Review and Evaluation (PMRE) involves managing, reviewing, and evaluating the performance of their Unit in relation to the execution of the PAF Flight Plan and Unit Flight Plan. Their main duties are Scorecard Management System <CLICK>

**SLIDE 19**

Initiatives Management and Strategy Review. <CLICK>

**SLIDE 20**

And Records Management. <CLICK>

**SLIDE 21**

The Strategic Communication (StratCom) involves the formulation and sustained communication of their Unit Flight Plan to internal and external stakeholders. Their main duties are Communication and Engagement <CLICK>

**SLIDE 22**

Governance Advocacy and Records Management. <CLICK>

**SLIDE 23**

The Administrative Branch (Admin) involves performing all administrative and operational functions and support to ensure the efficient and smooth administration of the Strategy Management Office; and to provide logistical supports to the Office as well as assisting the Chief, SMO in the efficient and effective management of its resources. Their main duties are Personnel and Admin <CLICK>

**SLIDE 24**

Logistics and Information Support. <CLICK>

**SLIDE 25**

And Records Management. <CLICK>

**SLIDE 26**

Thank you and have a great day!