ANNUAL OPERATIONAL PLAN 2026

Supporting the Strategic Development of Wole College of Engineering and Technology (WOCOET)

Document Reference: WCTED/AOP/2026/01
Version: 1.0
Operational Period: January 2026 – December 2026
Prepared by: Wole College Technical and Educational Development (WCTED) Foundation

Executive Summary

The Annual Operational Plan (AOP) translates the **WOCOET Strategic Plan 2026–2030** into practical activities for implementation during the 2026 operational year.

The plan identifies annual priorities, projects, responsibilities, timelines, budgets, performance indicators and reporting arrangements. It is intended to guide the work of the WCTED Foundation, WOCOET management, staff, partners and stakeholders in delivering measurable improvements in engineering education, technical skills development and institutional capacity.

1. Purpose

The Annual Operational Plan aims to:

- Deliver the first year of the Strategic Plan (2026–2030).
- Coordinate operational activities across WOCOET.
- Allocate resources effectively.
- Monitor implementation and performance.
- Improve accountability.
- Support funding and partnership opportunities.
- Provide measurable annual outcomes.

2. Annual Theme

"Building Strong Foundations for Sustainable Technical Education"

The 2026 operational year focuses on:

- Institutional strengthening.
- Student recruitment.

- Quality improvement.
- Industry engagement.
- Infrastructure enhancement.
- Financial sustainability.
- Community impact.

3. Annual Operational Priorities

Priority 1 – Student Recruitment and Admissions

Objective

Increase awareness of WOCOET and improve student enrolment.

Activities

- Launch annual admissions campaign.
- Visit secondary schools across Lagos State.
- Organise Open Day and Career Fair.
- Promote programmes through digital marketing.
- Produce updated prospectus and promotional materials.
- Introduce scholarship awareness campaign.

Performance Indicators

- Number of enquiries received.
- Number of applications.
- Number of enrolments.
- School outreach events completed.

Lead Responsibility

Admissions Office

Marketing Team

WCTED Foundation Outreach Team

Priority 2 – Teaching and Learning

Objective

Maintain high-quality engineering and technical education.

Activities

- Review teaching schemes and lesson plans.
- Deliver staff CPD workshops.
- Conduct lesson observations.
- Review practical assessment methods.
- Improve digital learning resources.

Performance Indicators

- Lesson observation outcomes.
- Student satisfaction.
- Practical assessment completion.
- Staff CPD participation.

Lead Responsibility

Academic Director

Programme Coordinators

Priority 3 – Workshop Development

Objective

Improve engineering training facilities.

Activities

- Purchase additional workshop tools.
- Upgrade welding facilities.
- Expand Solar PV laboratory.
- Improve ICT laboratories.
- Maintain CNC machinery.
- Implement preventive maintenance programme.

Performance Indicators

- Equipment availability.
- Maintenance completion.
- New equipment installed.
- Workshop utilisation.

Lead Responsibility

Workshop Manager

Facilities Manager

Priority 4 – Industry Engagement

Objective

Increase collaboration with employers.

Activities

- Sign new Memoranda of Understanding (MoUs).
- Create Employer Advisory Board.
- Organise industry visits.
- Arrange internship placements.
- Invite guest speakers from industry.

Performance Indicators

- New MoUs signed.
- Internship placements.
- Employer visits.
- Advisory meetings held.

Lead Responsibility

Industry Partnership Coordinator

Priority 5 – Community Outreach

Objective

Promote engineering education within local communities.

Activities

- STEM awareness events.
- Engineering demonstrations.
- Renewable energy awareness campaigns.
- Community technical support projects.
- Women in Engineering initiative.

Performance Indicators

- Number of outreach events.
- Beneficiaries reached.
- Schools engaged.
- Community satisfaction.

Lead Responsibility

Community Outreach Coordinator

Priority 6 – Scholarships

Objective

Improve access to technical education.

Activities

- Launch scholarship fund.
- Identify eligible beneficiaries.
- Secure scholarship sponsors.
- Monitor scholarship recipients.

Performance Indicators

- Scholarships awarded.
- Sponsor commitments.
- Student progression.

Lead Responsibility

Scholarship Committee

WCTED Foundation

Priority 7 – Marketing and Communications

Objective

Improve institutional visibility.

Activities

- Redevelop WOCOET website.
- Redevelop WCTED Foundation website.
- Publish weekly news articles.
- Expand social media presence.
- Produce promotional videos.
- Develop annual prospectus.

Performance Indicators

- Website traffic.
- Social media engagement.
- Media coverage.
- Student enquiries.

Lead Responsibility

Communications Manager

Marketing Team

Priority 8 – Financial Sustainability

Objective

Strengthen institutional finances.

Activities

- Submit grant proposals.
- Approach corporate sponsors.

- Launch fundraising campaign.
- Expand consultancy services.
- Develop corporate training.

Performance Indicators

- Funds raised.
- Grants submitted.
- Corporate sponsors secured.
- Consultancy income.

Lead Responsibility

Executive Director

Finance Team

Priority 9 – Governance

Objective

Strengthen organisational management.

Activities

- Board meetings.
- Policy review.
- Risk register review.
- Internal audit.
- Compliance monitoring.

Performance Indicators

- Governance meetings completed.
- Policies updated.
- Audit recommendations implemented.

Lead Responsibility

Board of Trustees

Executive Management

4. Annual Operational Budget Summary

Strategic Area	Estimated Budget (₦)
Student Recruitment & Marketing	12,000,000
Teaching & Learning	10,000,000
Workshop Development	30,000,000
Scholarships	20,000,000
Community Outreach	10,000,000
Industry Partnerships	5,000,000
ICT & Digital Development	8,000,000
Governance & Administration	10,000,000
Monitoring & Evaluation	5,000,000
Contingency Reserve	10,000,000

Total Estimated Operational Budget = ₦120,000,000

5. Quarterly Implementation Schedule

Quarter 1 (January – March)

- Admissions campaign.
- Website redevelopment.
- Staff induction and CPD.
- Workshop maintenance.
- School outreach.
- Grant applications.

Quarter 2 (April – June)

- Open Day.
- Industry visits.

- New partnerships.
- Scholarship awards.
- Community STEM events.

Quarter 3 (July – September)

- Student recruitment.
- Equipment procurement.
- Corporate training.
- Internship placements.
- Renewable energy projects.

Quarter 4 (October – December)

- Annual review.
- Student progression review.
- Financial audit.
- Strategic planning update.
- Annual impact report.

6. Responsibility Matrix

Activity	Lead	Support
Student Recruitment	Admissions Manager	Marketing Team
Academic Delivery	Academic Director	Programme Leaders
Workshop Development	Workshop Manager	Facilities Team
Partnerships	Partnership Coordinator	Executive Director
Community Outreach	Outreach Coordinator	Volunteers
Scholarships	Scholarship Committee	Finance Team
Marketing	Communications Manager	External Media

Activity	Lead	Support
Finance	Finance Manager	Executive Director
Governance	Board Chair	Board of Trustees

7. Key Performance Indicators (KPIs)

Student Recruitment

- Increase enquiries by **30%**.
- Increase enrolment by **15%**.

Teaching Quality

- Student completion rate **≥90%**.
- Student satisfaction **≥90%**.

Industry Engagement

- **5** new industry partnerships.
- **20** internship placements.

Community Impact

- **12** outreach programmes.
- **1,500** beneficiaries reached.

Financial Performance

- Submit **10** grant proposals.
- Secure **₦50 million** in external funding commitments.

Marketing

- Publish **52** news articles (one per week).
- Increase website traffic by **50%**.

- Increase social media followers by **100%**.

8. Risk Register

Risk	Likelihood	Impact	Mitigation
Low student enrolment	Medium	High	Expanded marketing, school visits, scholarships
Funding delays	Medium	High	Diversified fundraising and phased implementation
Equipment breakdown	Medium	Medium	Preventive maintenance and replacement schedule
Staff turnover	Low	Medium	Succession planning and CPD
Regulatory changes	Low	High	Ongoing engagement with regulators
Cybersecurity threats	Medium	Medium	Website security, backups and staff awareness

9. Monitoring and Reporting

Progress will be monitored through:

- Monthly operational meetings.
- Quarterly management reports.
- Quarterly Board reports.
- Financial performance reviews.
- KPI dashboard updates.
- Annual stakeholder report.
- Monitoring and Evaluation Framework.

10. Expected Outcomes by December 2026

- Increased student enrolment.
- Improved teaching quality.
- Modernised workshops.
- Expanded employer engagement.

- Active scholarship programme.
- Improved community visibility.
- Stronger financial position.
- Enhanced institutional governance.
- Increased national recognition.
- Strong foundation for implementing the 2026–2030 Strategic Plan.

11. Communication Plan

Key stakeholders will receive regular updates through:

- Quarterly newsletters.
- Website news section.
- Social media channels.
- Annual report.
- Partner briefings.
- Community engagement events.
- Donor updates.

12. Approval

This Annual Operational Plan is submitted for approval by the Board of Trustees of the WCTED Foundation and the Governing Council of WOCOET.

Prepared by:
Executive Management Team
WCTED Foundation

Reviewed by:
Strategy and Operations Committee

Approved by:
Board of Trustees

Operational Period: January–December 2026

Approval Date: __03/08/2026___________________

Next Review: December 2026

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Appendix A – 2026 Operational Action Tracker

Strategic Priority	Key Activity	Responsible Officer	Start	Finish	KPI	Status
Student Recruitment	Secondary school outreach campaign	Admissions Manager	Jan	Nov	25 school visits completed	☐
Teaching & Learning	Staff CPD programme	Academic Director	Feb	Oct	100% staff participation	☐
Workshop Development	Upgrade welding and Solar PV laboratories	Workshop Manager	Mar	Aug	All planned equipment installed	☐
Industry Engagement	Sign new MoUs	Partnership Coordinator	Jan	Dec	5 new MoUs signed	☐
Community Outreach	STEM outreach programme	Outreach Coordinator	Mar	Nov	12 events delivered	☐
Scholarships	Launch scholarship scheme	Scholarship Committee	Apr	Dec	20 scholarships awarded	☐
Marketing	Weekly website/news updates	Communications Manager	Jan	Dec	52 news articles published	☐
Fundraising	Submit grant applications	Executive Director	Jan	Dec	10 proposals submitted	☐
Governance	Quarterly Board meetings	Board Secretary	Mar	Dec	4 meetings held	☐
Monitoring & Evaluation	Quarterly KPI reporting	M&E Officer	Mar	Dec	4 quarterly reports completed	☐