Progress Planning

The **Progress Plan** feature in NaviPlan provides you with a simple way to track changes in your client's goals throughout the years.

Using an approved recommended plan's goal settings, progress planning will allow you to:

- Update financial data to current values.
- Add new accounts, liabilities and cash flow line items.
- Add or modify account strategies (available only in level 2 progress plan).
- Add or modify life insurance policies.
- Adjust goal funding.
- Run side by side comparison reports

Approving a Plan

In order to create a progress plan, an existing Level 1 or 2 plan must be set to an approved status. To approve a plan follow the below instructions:

1. From the client's plan list, select the desired plan and click **Workflow**.

2. Generate any desired reports, if you have not previously done so, and then click the **Propose** button.

3. Click the **Approve** button.

Go back to the client's plan list; the plan will now be uneditable and the status will have changed to **Approved**.

> **Tip:** If you are unable to approve your own plans, your firm may require you to go through an internal approval process. Contact your compliance manager for approval.

Creating a Progress Plan

After approving your plan, follow the next steps to create your progress plan:

1. On the client's plan list, select the desired plan and click **Plan Options**.

2. Select Create Progress Plan, and press **Finish**.

You will be taken directly to the Progress Plan to begin editing values. If you go back to the client list, this new plan's status will be set to **Progress-Draft**. Your approved plan will now have a status of **Delivered**.

A delivered status is a record keeping status, allowing you to keep track on when you gave your approved plans to your clients or when you make a progress plan.

> **Tip:** You can also mark a plan as delivered at any time by clicking the **Mark as Delivered** button on the plan list.

Reviewing Progress Plans

Within progress plans, the financial data from the approved plan's current scenario will be used as the progress plan's base financial data. You will be able to make any adjustments to the data within the **Enter Financial Data** section.

After making adjustments, go to **Results-Summary** to track progress for each of your clients goals.

At the bottom of the Summary page, the progress summary is shown. Each goal is broken down by the below columns:

- **Are you on Track?:** This column shows you if you are currently going to meet your goal, based on progress plan adjustments.

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- **What You Have Today:** This column shows the current, as of plan date, net worth of accounts allocated towards the goal.

- **Where You Are Tracking:** This column shows the future net worth of accounts allocated to the goal at the start of the goal.

- **Where You Should Be Tracking:** This column shows where the future net worth of accounts need to be in order meet the goal at the start of the goal.

- **Goal's Target Date:** This column shows the start date of the goal, this will be setup in the base plan used to create your progress plan.

Any goal that is meeting or exceeding its need will be in green, any goal below its need will be in red.

Client Reporting

Go to **Results-Client Reports**. Within each goal category, there will be a new section called **Progress**.

This section will show key differences between the previous year and the current year based on the updates and new suggestions made in the progress plan.

(855) 885-7526   advicent.ca