

Festlegung von individuellen Maßnahmen zu deren Realisierung und zur Überwachung der Wirksamkeit der getroffenen Maßnahmen.

Certified Financial Planner's (CFP) Board of Standards und das Technical Committee ISO/TC 222, Personal financial planning, der International Organization for Standardization definieren den Prozess der Persönlichen Finanzplanung (*personal financial planning process*) wie folgt:

The *personal financial planning process* shall include, but is not limited to, six steps that can be repeated throughout the client and financial planner relationship. The client can decide to end the process before having passed all the steps. The process involves gathering relevant financial information, setting life goals, examining your current financial status and coming up with a strategy or plan for how you can meet your goals given your current situation and future plans. The financial planning process consists of the following six steps:

1. Establishing and defining the client-planner relationship. The financial planner should clearly explain or document the services to be provided to the client and define both his and his client's responsibilities. The planner should explain fully how he will be paid and by whom. The client and the planner should agree on how long the professional relationship should last and on how decisions will be made.
2. Gathering client data and determining goals and expectations. The financial planner should ask for information about the client's financial situation. The client and the planner should mutually define the client's personal and financial goals, understand the client's time frame for results and discuss, if relevant, how the client feel about risk. The financial planner should gather all the necessary documents before giving advice the client need.
3. Analyzing and evaluating the client's financial status. The financial planner should analyze the client's information to assess the client's current situation and determine what the client must do to meet his goals. Depending on what services the client has asked for, this could include analyzing the client's assets, liabilities and cash flow, current insurance coverage, investments or tax strategies.
4. Developing and presenting financial planning recommendations and/or alternatives. The financial planner should offer financial planning recommendations that address the client's goals, based on the information the client provides. The planner should go over the recommendations with the client to help the client understand them so that the client can make informed decisions. The planner should also listen to the client's concerns and revise the recommendations as appropriate.
5. Implementing the financial planning recommendations. The client and the planner should agree on how the recommendations will be carried out. The planner may carry out the recommendations or serve as the