



OPERATIONAL PLAN TEMPLATE

Section	Details
Business Objective(s):	
Priority Level:	
Timeline for Completion:	
Responsible Person(s):	
Strategy Description:	
Associated Objective:	
Timeline for Strategy:	
Resource Description:	
Associated Strategy:	
Estimated Cost:	
Key Performance Indicator (KPI):	
KPI Target:	
Measurement Method:	
KPI Responsible Person(s):	



Usage Instructions

- 1. Business Objective(s):** Clearly outline the business objectives for the period. Ensure objectives are specific, measurable, and achievable.
- 2. Priority Level:** Determine the priority level for each objective, selecting High, Medium, or Low.
- 3. Timeline for Completion:** Specify a clear timeline for achieving each objective, including start and end dates.
- 4. Responsible Person(s):** Identify the person(s) accountable for each objective to ensure clarity in responsibility.
- 5. Strategy Description:** Describe the strategies that will be used to achieve each objective, providing a detailed plan of action.
- 6. Associated Objective:** Link each strategy to its respective business objective, ensuring alignment and coherence in planning.
- 7. Timeline for Strategy:** Provide the start and end dates for implementing each strategy to establish a clear schedule.
- 8. Resource Description:** List the resources required to implement each strategy, such as staff, technology, equipment, or financial resources.
- 9. Associated Strategy:** Specify which strategy the resource is linked to, ensuring resource allocation is directly tied to strategic actions.
- 10. Estimated Cost:** Estimate the cost for each resource needed for the strategy, aiding in budgeting and financial planning.
- 11. Key Performance Indicator (KPI):** Define KPIs to measure the success of each objective, establishing clear metrics for performance evaluation.
- 12. KPI Target:** Set a specific target for each KPI to provide a benchmark for success.
- 13. Measurement Method:** Explain how you will gather and analyse KPI data to track progress and outcomes effectively.
- 14. KPI Responsible Person(s):** Assign responsibility for tracking and reporting progress on each KPI to ensure accountability.