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## TEAM OPERATIONAL PLAN TEMPLATE

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### 1. Key organisational goals and Key Performance Indicators

Organisational goal	Related Key Performance Indicator(s)



## 2. Focus areas 1: Improving team productivity

<b>Goals</b>	
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Initiative	Related Key Performance Indicator(s)



### 3. Focus areas 2: Improving supplier, inventory and order management

<b>Goals</b>	
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Initiative	Related Key Performance Indicator(s)



#### 4. Focus areas 3: Enhancing the customer experience

<b>Goals</b>	
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Initiative	Related Key Performance Indicator(s)



## 5. Required physical resources and/or services

<b>Description of required physical resources and/or services:</b>	
<b>Acquisition strategies to be used:</b>	
<b>Procurement processes to be used:</b>	

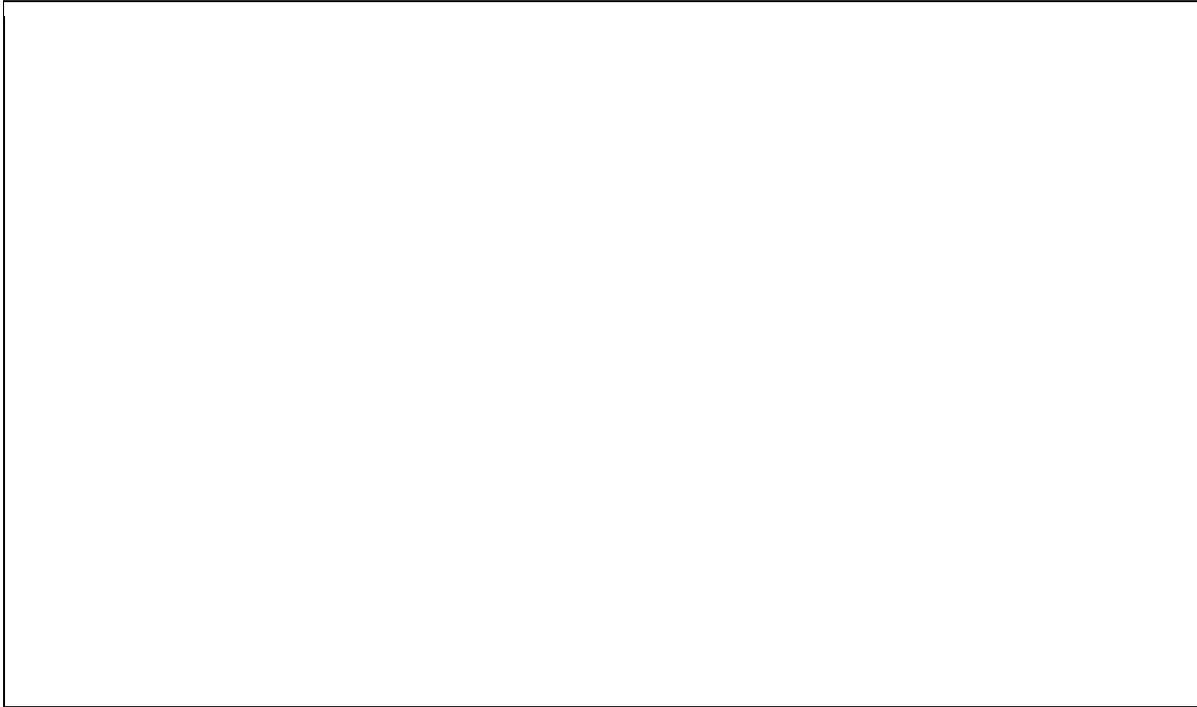
## 6. Required human resources

<b>Description of required human resources:</b>	
<b>Strategies to be used for recruitment and induction:</b>	
<b>Strategies to be used for the development of employees:</b>	



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## 7. Monitoring processes



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## Usage Instructions

- 1. Key organisational goals and Key Performance Indicators:** List at least two relevant organisational goals. For each goal, identify at least one relevant Key Performance Indicator (KPI). KPIs should be specific, measurable and achievable.
- 2. Focus areas 1: Improving team productivity:** List goals that your plan aims to achieve in relation to enhancing team productivity and at least two initiatives that will be undertaken to achieve these goals. For each initiative, list at least one related Key Performance Indicator (KPI) that can be used to assess performance.
- 3. Focus areas 2: Improving supplier, inventory and order management:** List goals that your plan aims to achieve in relation to enhancing improving supplier, inventory and order management and at least two initiatives that will be undertaken to achieve these goals. For each initiative, list at least one related Key Performance Indicator (KPI) that can be used to assess performance.
- 4. Focus areas 3: Enhancing the customer experience:** List goals that your plan aims to achieve in relation to improving customer experience and at least two initiatives that will be undertaken to achieve these goals. For each initiative, list at least one related Key Performance Indicator (KPI) that can be used to assess performance.
- 5. Required physical resources and/or services:** Describe physical resources and/or services required for your operational plan. Then outline acquisition strategies and procurement processes to be used.
- 6. Required human resources:** Describe human resources required for your operational plan. Then outline strategies to be used for the recruitment, induction and development of employees.
- 7. Monitoring processes:** Describe at least two monitoring processes to be used for tracking and evaluating operational performance.