## To develop an operational plan:

On some sheets of paper or a whiteboard, draw up the following template and complete the planning steps:

Operational Plan Template

**Operational Plan for:**

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**Mission statement:**

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**Goal/(Intermediate Outcome):**

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actions/ Activities** | **Responsibility (who?)** | **Completion date (when?)** | **Key target / key performance indicator** | **Resource requirements** | **Monitoring/ Update** |
| 1  2  etc. |  |  |  |  |  |

**Planning steps:**

1. Record your **Mission Statement** at the top of the template.
2. Record your **Goals** in the next section. Use a separate sheet for each goal.
3. List the **main activities** and **action steps** in the first column of the table.
4. State who is **responsible** in the second column.
5. State when this task should be **completed** in the third column.
6. The next column indicates how you will **measure** how well you achieved the goal.
7. List what **resources** are required in the fifth column.
8. Use the last column to keep track of the **progress** you are making.