

What is an Operational Plan?

The operational plan details how the organization will accomplish the goals, objectives and strategies outlined in the strategic plan. It includes the actions to be undertaken in line with the strategic plan objectives, who are responsible for carrying out these actions, and the time frames, costs and key performance indicators associated with these actions.

The operational plan should apply to the life of the strategic plan, but should be reviewed on a regular basis to ensure sufficient progress is being made towards achieving the objectives and so priorities can be revised as necessary.

Operational Plan Outline

Strategies	How the objectives in your strategic plan will be achieved.
Actions	Detailed description of the key actions to be undertaken to achieve each strategy.
Prioritise actions	The importance of each particular action: low, medium, high. This gives an indication of which actions should be completed earlier or later in the plan.
Timeframes	Describes the 'due date' for completion of each action.
Resources	Resource implications: financial, material and human resources.
Responsibility	Who is responsible for completing the actions.
Performance indicators	Indicators of what successful completion of each action looks like.
Risk management	Assess the potential for elements of the plan to be unsuccessful and plan to manage this.
Communication plan	How will the plan be communicated to have maximum benefit.
Review of plan	Develop annual systems to ensure the plan remains current and progress is monitored.