Grasshopper Academy Developing a Business Plan Operations Plan



Creating Your Operations Plan Worksheet

Business Name	Date

Objectives

Write your company's strategic objective:

For each department that applies to your business, write the operational objective for the first year of business: (Remember to think SMART: Specific, Measurable, Attainable, Realistic & Timely)

Accounting & Financing:

Technology:

Engineering:



Marketing:

Human Resources:

Sales:

Customer Care:

Production

Before turning to the next sheet, spend some time reviewing key items to include in your operations plan:

- Suppliers what suppliers do you need to produce your product?
- Equipment & Technology what equipment, technology and software do your company's departments need?
- **Cost** what is the budget for each department?
- Location where are employees working? Will you need additional facilities?
- Work hours will employees have a set schedule or flexible work schedule?
- Personnel who is in charge of making sure that all department tasks are completed?

When you're ready, fill in the table on the next sheet!

