

## Operational Planning



### Put your Strategic Plan into Action - Operational Planning

**A strategic plan identifies your high-level goals - an operational plan outlines how your team will achieve those goals.**

Operational Planning: Identify and action the strategies, objectives, and activities required to fulfill your Strategic Plan

Your strategic plan sets direction for your organization over a 3-5 year period, identifying high-level strategic priorities to pursue so you can achieve your mission. It does not provide the detail of how you will achieve those priorities and run your organization - that's your operational plan.

The purpose of the operational plan is to provide staff with a clear picture of their responsibilities. It will usually outline: what tasks must be done; who is responsible for each task; when the tasks must be completed; and what financial or other resources are required.

### Operational Planning with Vantage Point

If your organization has completed a strategic plan and identified priorities for the next 3 to 5 years, the Vantage Point team can support you to build a detailed operational plan that works for your organization and your staff team which might include strategies, objectives or goals, activities, timelines, and metrics.

#### Facilitation & Activities:

Through our expert facilitation your team will:

- Identify desired organizational outcomes
- Identify key strategies to achieve these outcomes
- Develop clear objectives or goals, establish staffing and resource requirements
- Develop a process for monitoring your organization's progress
- Create concise tasks & objectives to be delivered

### Operational Planning Options

#### Basic - Template & Support

A Vantage Point consultant will review operational planning templates with you and your key staff, to identify one that best meets your organization's requirements.

We will outline possible process steps to complete the operational plan, and define key elements of the plan, including strategies, goals or objectives, activities, resource requirements, and key measures of success.

#### Comprehensive - Capacity Assessment & Plan Development

If you recently created a strategic plan for the first time, successful implementation will depend on a number of varying factors. It is also critical that your organizational resources and capacity are aligned to support the priorities you have put in place.

For this option, a Vantage Point consultant will undertake a comprehensive organizational assessment, including a review of your organization's current communication and work practices, existing programs and services, and a lifecycle capacity assessment. The consultant will also work to identify reporting and monitoring information that will be required by senior management, board members, and funders.

## **Start Building a Stronger Organization Today!**

For more information on availability and pricing contact:

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