

Template: Operational Plan

Use this template for your annual operational plan. It's best practices for your organization's operational plan to include objectives, timelines, performance measures, personnel, financials, and evaluation activities.

Email info@coloradononprofits.org for an editable version (.xlsx).

STRATEGIC PRIORITY	Objectives	Strategies/Tactics	Evaluation Methods	Performance Measures				Program Area	Budget	Lead Staff	Additional Staff	Progress	
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter						
1. Strategic Goal Increase awareness of animal health and welfare.	1a. Sample Objective Increase customer knowledge on proper environment for animals by 15% by the end of XXXX	1. Distribute fact sheet and counselors advise on proper environment upon adoption of animal.	2-week post adoption survey to include changes to environment, etc.	Info for fact sheet collected	Graphic completed, counselors trained on information	Adoption counselors advising at 80% of adoptions	Adoption counselors advising at 100% of adoptions	Adoption	\$2,000	Jane Doe			
		2.											
		3.											
	1b. Sample Objective	1.											
		2.											
		3.											
	1c. Sample Objective	1.											
		2.											
		3.											
	2. Strategic Goal	2a. Sample objective	1.										
			2.										
			3.										
4.													



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