

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**: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic & **T**imely)

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!