**Draft Operations Plan** 

**EXAMPLE**

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| **Strategy:** Community Relations: Involve community in development of the new tech facility.  |
| **Action Item #1:** Based on community input, present options to the Board for community involvement inthe development of new tech facility. | **Deadline: November, 2017** |
| **Activities** | **Target date** | **Lead**  | **Resources**  |
| 1.1 | Identify tools to receive community input on the tech facility:1. Organize logistics for brainstorming session – half day.
2. Brainstorm session with staff (Principals, Resource Teachers, Tech support, teacher reps, etc)
3. Analyze input and draft executive summary with recommendations
 | February 28, 2017 |  Smith/Jones | * ABC school library and breakfast
* Session materials
* Staff
 |
| 1.2 | Fix date for presentation and provide information and recommendations to Board | April, 2017 |  Smith | Trustees |
| 1.3 | Inform the community of options to provide input on the tech facility | April, 2017 |  Smith/Jones | Administrative Staff |
| **Status:** Subject to the availability of brainstorming group, may adjust date to mid-March.  |
| **Issues and implications:** Dependent upon recommendations, additional funds may be needed to gather input (survey development, information gathering sessions). |

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| **Strategy:**  |
| **Action Item #1:**  | **Deadline: November, 2017** |
| **Activities** | **Target date** | **Lead**  | **Resources**  |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| **Status:**  |
| **Issues and implications:**  |