**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** |
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| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| **Status:** | | | | |
| **Issues and implications:** | | | | |