**OPERATIONS PLAN TEMPLATE** (responsibility: Superintendent) 

**YEAR**

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| **BOARD PRIORITY:** Using exact words in Strategic Plan, state the Priority or Goal, e.g. **Quality learning opportunities and experiences**. This priority may be repeated for several sections or projects as you may be doing several things to accomplish the priority   * In 1 – 2 sentences or several bullets, state the outcome or ‘to-do’. This is what Admin is doing to help the Board progress one of their Strategies.   EXAMPLES – Development of short and long term plans for the Tech Facility   * + Development of community survey on programming   + Survey community on programming   + Garner input from ICT staff and students   + Assess human resources required for new programming   + Draft for board approval a 1-year plan   + Draft for board approval a 5-year plan | | **TIMEFRAME**  (Month / Year of completion)  EXAMPLE   * Community survey - Jan 2015 * 5-year plan - May 2015 |
| **LEAD PERSON** State the person by name who is accountable for completion and (in brackets) others involved |
| **SUCCESS INDICATORS**  In bullet form state the outcomes by which the goal will be evaluated  EXAMPLE   * XX% response rate on community survey * Board approval of short-term plan * Board approval of long-term plan | **RESOURCES**  State additional resources or supports required to complete deliverable  EXAMPLE   * Board approval of funding to develop and conduct survey | **STATUS**  (Using one of the following phrases, describe the current status of the deliverable:   * Not yet started * In planning stage * On track * No longer valid goal * Completed |
| **NOTES / ISSUES**  This area will initially be blank. Use for periodic reporting to state the reason for a delay, if the original timeframe changes and why, if there are impediments to completion  EXAMPLE:   * External developer of on-line survey was unavailable until September 2014. A new date has been set for November 2014. | | |
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| **LEAD PERSON** |
| **SUCCESS INDICATORS** | **RESOURCES** | **STATUS** |
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