**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 evaluatedEXAMPLE* 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 deliverableEXAMPLE* 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* No longer valid goal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 completionEXAMPLE:* External developer of on-line survey was unavailable until September 2014. A new date has been set for November 2014.
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| **BOARD PRIORITY:** *
*
 | **TIMEFRAME** |
| **LEAD PERSON**  |
| **SUCCESS INDICATORS** | **RESOURCES** | **STATUS** |
| **NOTES / ISSUES** |
|  |
| **BOARD PRIORITY:** *
*

  | **TIMEFRAME** |
| **LEAD PERSON**  |
| **SUCCESS INDICATORS** | **RESOURCES** | **STATUS** |
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|  |
| **BOARD PRIORITY:**  | **TIMEFRAME** |
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