



Operational planning

Policy name

Operational planning

References

1	Policy number	
2	Date ratified	
3	Date of review	
4	Reference to evidence guidelines	4 a and b
5	Responsibility	
6	Links to other policies	

Policy

Tropical Housing Company will generate an annual operational plan which clearly outlines goals, strategies, actions, responsibilities, time frames and measures. The operational plan will enable the implementation and measurement of the strategic plan. The operational plan will support strong and clear linkages with individual work plans and will be structured to support close monitoring of implementation. The plan will be structured to also support reporting to the governing body and funding bodies.

Procedures: examples

1. The operational plan will be structured to reflect the goals and strategies of the strategic plan.
2. Each strategy will have corresponding activities, outlined in sufficient detail to support practical implementation.
3. The operational plan might include:
 - a. Actions
 - b. Time lines
 - c. Time allocation
 - d. Responsibilities
 - e. Outputs
 - f. Outcomes
 - g. Measures
 - h. Expected costs
 - i. Monitoring
4. The operational plan will be monitored by the staff team led by the most senior worker. Staff will be delegated responsibilities for capturing relevant data and providing timely reports to the senior worker for the governing body and funding bodies.
5. The operational plan will be closely examined at least quarterly to troubleshoot implementation issues and monitor progress.
6. Periodic adjustments can be made depending on emerging needs, issues and opportunities.
7. The operational plan will be the overarching framework for staff work plans which will guide and support staff with their implementation responsibilities.

Example evidence sources

- Operational plan



Links to relevant resources

NSW Federation of Housing Associations Guide for Strategic Planning	Download here
VOICE Guide for operational planning (Community Door Website)	Download here