**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11510&utm_source=integrated+content&utm_campaign=/content/operational-plan-templates&utm_medium=Basic+Operational+Plan+doc+11510&lpa=Basic+Operational+Plan+doc+11510&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)BASIC OPERATIONAL PLAN TEMPLATE**

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| **TITLE** | **BUSINESS NAME** | **CREATOR** | **DATE** |
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| EXECUTIVE SUMMARY |  |  |  |  | |  |  |  |
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| OBJECTIVES |  |  |  |  |  |  |  |  |
| **GOAL** | **STRATEGY** | **ACTIVITY** | **RESPONSIBLE PARTY** | **RESOURCES NEEDED** | **START  DATE** | **END  DATE** | **EVIDENCE OF SUCCESS** | **RISKS** |
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| SUMMARIES |  |  |  |  |  |  |  | |  |
| **HIRING PLAN** | | | | | | | |
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| **NOTES** | | | | | | | |
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| **NEXT STEPS** | | | | | | | |
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