Process Map
Preparing an Operational Plan

**Notes**
1. Each objective may require more than one strategy and many tasks to be successfully completed.
2. Unless people are assigned responsibility, strategies and tasks are unlikely to be done.

---

**Step 1**
Determine Goals and Objectives

**Step 2**
Determine what needs to be done to achieve each objective. (See note 1)

**Step 3**
Assign responsibility for each strategy and each task to one or more persons within the organisation. (See Note 2)

**Step 4**
Work out costs involved in undertaking each strategy and completing each task. Some strategies may bring in revenue.

**Step 5**
Put together a budget for the whole organisation based on investigations and costings performed in Step 4

**Step 6**
Determine timelines for completing all strategies and tasks