

Understanding Operating Plans

What is an Operating Plan?

An operating plan provides a clear picture of how a department or business unit will contribute to achieving overall organizational strategic goals.

Strategic goals are outlined in the organization's business plan, which highlights an intended business direction.

A strategic plan identifies:

- The organisation's strengths and weaknesses
- The organisation's position
- Potential growth areas
- Areas of vulnerability

The operating plan should align with the strategic plan. This can be achieved by ensuring the department's or business unit's purpose meets the strategic plan objectives. Operating plans are used to identify:

- The goals of the team, section or department
- How the goals will be achieved
- What resources are required to meet the goals

Creating your Operating Plan:

Although there are no strict formatting rules, operating plans normally contain the following information:

- Specific goals
- Actions required to achieve goals
- Human resources required
- Physical resources required
- Budget required
- An indication of how long goals will take to achieve

Creating Operating Plans within the Faculty of Medicine:

Your operating plan should be based on the eight-business priorities set by the Faculty:

1. Ensure best-in-class curriculum and learning
2. Provide high quality educational services and exceed accreditation standards
3. Enhance delivery of Faculty services
4. Provide an innovative educational environment
5. Develop an international presence
6. Enhance the learner experience
7. Maximize use of resources
8. Ensure an integrated and collaborative knowledge-sharing environment

Want to know more about how you can make a difference in the quality and effectiveness of Faculty of Medicine services? Contact the [BTO](#).