

Template for an operational plan for political finance oversight institutions

There are many possible ways of setting out an operational plan – this is one idea. You should feel free to create your own templates, and your teams may all prefer different approaches. Some may prefer to use programs such as MS Project or online tools such as an Agile Scrum board.

Activity Plan for the business year

Area of activity	Quarter one			Quarter two			Quarter three			Quarter four			Owner	Budget £k
	A	M	J	J	A	S	O	N	D	J	F	M		
1. Activity				✓	✓	✓								
2. Project							✓	✓	✓	✓	✓	✓		
3. Task		✓	✓											
4. Etc.	✓			✓			✓			✓				

Notes on activities

Area of activity	Interdependencies?	Reporting requirements?	Other notes
1. Activity			
2. Project			
3. Task			
4. Etc.			