**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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