**NONPROFIT OPERATIONAL
PLAN TEMPLATE**

|  |  |
| --- | --- |
| TITLE | ORGANIZATION NAME |
|  |  |
| CREATOR | DATE |
|  | MM/DD/YY |
| EXECUTIVE SUMMARY |  |  |  |
|   |

OPERATIONAL PLAN

*\*Note: User can utilize the text boxes at the bottom of this graphic to drag/drop and manipulate the duration timeline. These should match the Start/End/Duration dates on the Operational Plan table on the following page.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 20XX – Q1 | 20XX – Q2 | 20XX – Q3 | 20XX – Q4 | 20XX – Q1 | 20XX – Q2 |
|   |   | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| GOALS | Goal 1 |   |   |   |   |   |   |   |   |  TEXTTEXTTEXTTEXT |   |   |   |   |   |   |   |   |   |
| Goal 2 |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Goal 3 |   |   |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |

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OPERATIONAL PLAN

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GOAL** | **OBJECTIVE** | **ACTIVITY** | **FUNDING SOURCE** | **BUDGET** | **START DATE** | **END DATE** | **DELIVERABLE DATE** | **DURATION** IN DAYS | **PROGRESS STATUS** | **LEAD** | **PARTNERS** | **MISSION ALIGNMENT** |
|   |   |   |   |  $  |   |   |   |   | In Progress |   |   |   |
|   |   |   |   |  $  |   |   |   |   | Complete |   |   |   |
|   |   |   |   |  $  |   |   |   |   | Needs Review |   |   |   |
|   |   |   |   |  $  |   |   |   |   | Approved |   |   |   |
|   |   |   |   |  $  |   |   |   |   | Overdue |   |   |   |
|   |   |   |   |  $  |   |   |   |   | On Hold |   |   |   |
|   |   |   |   |  $  |   |   |   |   |   |   |   |   |
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| --- | --- | --- | --- |
| SUMMARIES |  |  |  |
| **CONFLICTS / ISSUES** |  |  |  |
|   |

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| --- | --- | --- | --- |
| **NOTES** |  |  |  |
|   |
| **NEXT STEPS** |  |  |  |
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| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |

OPERATIONAL PLAN

*\*User can use text boxes below to drag/drop and note duration timeline.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 20XX - Q3  | 20XX - Q4 | 20XX - Q1 | 20XX - Q2**MILESTONE****May 27th** | 20XX - Q3 | 20XX - Q4 |
|   |   | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC |
| GOALS | Goal 1 |   |   |   |   |   |   |   |   |  TEXTTEXTTEXTTEXT |   |   |   |   |   |   |   |   |   |
| Goal 2 |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Goal 3 |   |   |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |   |  TEXT |   |   |   |   |   |   |   |   |   |   |   |   |
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