



13 Week Operational Plan

Goals (1-2):

G1: _____ (Target & date)

G2: _____ (Target & date)

KPIs:

Lag(s): _____

Lead(s): _____

Frequency & Owner: _____

Resources & Decision Rights:

People/time/budget/tools: _____

Decisions I can make vs escalate: _____

Contingencies (Triggers → Actions):

B: If _____ then _____ (owner/date) _____

C: If _____ then _____ (owner/date) _____

D: If _____ then _____ (owner/date) _____

E: If _____ then _____ (owner/date) _____

Bottleneck & Plan to Elevate:

Cadence:

Weekly Huddle: (Day/Time; Attendees; agenda; scoreboard)

Monthly Review: (Date, decisions; Resource shifts)

Quarterly Reset: (Who drafts next plan)
