

Lead Operational Plans

Implementation Checklist & Evidence Template PEF402



1. Plan Preparation

☐ Identify Operational Goals

List the key objectives of your operational plan:

☐ Resources Identified

What people, equipment, and materials are required?

☐ Stakeholders Consulted

Who did you consult with? (List names/roles)

☐ Risk Assessment Completed

List main risks and mitigation strategies:

☐ Timeline Established

Key milestones and deadlines:

Evidence Attached:

☐ Meeting notes ☐ Risk assessment ☐ Resource plan ☐ Timeline

2. Plan Implementation

☐ Tasks Allocated

Who is responsible for each task?

☐ Resources Deployed

How were resources allocated?

☐ Communication Plan in Action

How did you keep stakeholders informed?

☐ Procedures Followed

Were standard operating procedures adhered to?

Evidence Attached:

☐ Task allocation sheet ☐ Resource logs ☐ Communication records

3. Monitoring & Review

☐ Progress Tracked

How did you monitor progress? (e.g., meetings, reports)

☐ Issues Identified & Addressed

Describe any issues and how you resolved them:

☐ Adjustments Made

What changes did you make to the plan, if any?

☐ Outcomes Evaluated

Did you achieve your operational goals?

Evidence Attached:

☐ Progress reports ☐ Meeting minutes ☐ Issue logs ☐ Outcome summary

Student _____

Date _____

Assessor Comments: _____