

Operations Plan Template

Executive Summary

Introduction – brief background information; include vision and mission (state the purpose)

Product/Service Description

Location – include factors for selecting a specific location (with map if possible)

Cost Effective Production Method(s)

Facility Layout

Materials Requirement Planning (If services sector, you can use other services processes or planning tools such as work scheduling or job sequencing)

- a. Master production schedule
- b. Bills of Materials
- c. Lead Time for Components

Logistics and Supply Chain (Discuss the supply chain of a product or service from suppliers to end customers and a distribution process)

Quality control

Personnel and Organization Chart (Discuss briefly each personnel's responsibilities)

Legal Requirements (If applicable)

Future Expansion

References

Appendix

Prepared by Dr. Emilyn Cabanda for MBA 660 only and should not be distributed outside this course