

Unit 411

Develop and implement an operational plan

UAN:	Y/506/1955
Level:	4
Credit value:	5
GLH:	24
Relationship to NOS:	Management & Leadership (2012) National Occupational Standards: <ul style="list-style-type: none">• CFAM&LBA9 Develop operational plans
Assessment requirements specified by a sector or regulatory body:	This unit is endorsed by Skills CFA Assessment Strategy Competence units (S/NVQ)
Aim:	This unit aims to develop the knowledge and skills required to develop and implement an operational plan and introduces learners to the key principles underpinning operational planning. Upon completion of this unit, learners will be able to develop, implement, and evaluate an operational plan.

Learning outcome
The learner will: <ol style="list-style-type: none">1. understand the principles of operational planning
Assessment criteria
The learner can: <ol style="list-style-type: none">1.1 evaluate the use of risk analysis techniques in operational planning1.2 explain the components of an operational plan1.3 analyse the relationship between strategic and operational plans1.4 evaluate the use of planning tools and techniques in the operational planning process1.5 explain how to carry out a cost-benefit analysis.

Learning outcome
The learner will: 2. be able to develop an operational plan
Assessment criteria
The learner can: 2.1 identify specific, measurable, achievable, realistic and time-bound (SMART) objectives and key performance indicators (kpis) 2.2 identify evaluation mechanisms appropriate to the plan 2.3 take action to ensure that plans are consistent with organisational strategy, objectives, values, policies and procedures 2.4 develop proportionate and targeted plans to manage identified risks 2.5 take action to ensure that plans complement and maximise synergy with other business areas 2.6 adhere to organisational policies and procedures, legal and ethical requirements.

Learning outcome
The learner will: 3. be able to implement an operational plan
Assessment criteria
The learner can: 3.1 implement plans within agreed budgets and timescales 3.2 communicate the requirements of the plans to those who will be affected 3.3 revise plans in the light of changing circumstances in accordance with strategic objectives and identified risks.

Learning outcome
The learner will: 4. be able to evaluate the effectiveness of an operational plan
Assessment criteria
The learner can: 4.1 conduct periodic reviews of the progress and effectiveness of the plans, using information from a range of sources 4.2 report on the effectiveness of operational plans in the appropriate format.