Basic Operations Plan Template
IT Department

1. Objectives

Describe the main objectives of IT operations...

2. Roles & Responsibilities

Role	Person Responsible	Key Responsibilities

3. Operational Procedures

1.
   Procedure step...

2.
   Procedure step...

3.
   Procedure step...

4. Incident Management

Outline the process for managing IT incidents...

5. Maintenance Schedule

Task	Frequency	Owner

6. Monitoring & Reporting

Describe monitoring tools, metrics, and reporting cadence...

7. Review & Continuous Improvement

Outline the process for reviewing and improving IT operations...