

HR Department Operations Plan Template

1. Department Overview

Department Mission

Enter mission statement...

Key Objectives

List objectives...

2. Roles & Responsibilities

Role	Name	Key Responsibilities
e.g. HR Manager	Name	List responsibilities...

3. Key Activities & Timeline

Activity	Owner	Timeline	Status
e.g. Recruitment Drive	Name	Q1 2024	Not Started/In Progress/Completed

4. Performance Metrics

Metric	Target	Current Status

e.g. Time to Hire	e.g. <30 days	Current status

5. Resources Needed

List resources, tools, systems needed to execute plan...

6. Risk & Mitigation

Identify key risks and mitigation strategies...

7. Notes / Comments

Additional notes...