

HR Department Operations Plan Template

1. Department Overview

Department Mission

Enter mission statement...

Key Objectives

List objectives...

2. Roles & Responsibilities

Role	Name	Key Responsibilities
<div>e.g. HR Manager</div>	<div>Name</div>	<div>List responsibilities...</div>
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

3. Key Activities & Timeline

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

4. Performance Metrics

Metric	Target	Current Status
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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...