

# R&D Department Operations Plan Template

## Plan Period

E.g. Q1 2024, FY2024

## 1. Vision & Goals

### Department Vision

Summarize the vision for the R&D department

### Key Objectives

List the main objectives for this period

## 2. Projects & Initiatives

Project / Initiative	Description	Owner	Timeline	Status
Project name	Brief description	Responsible person	Start - End	E.g. Not started, In

## 3. Resource Plan

### Staffing & Roles

Outline team structure, key roles, and new hires (if any)

### Budget Needs

Summarize estimated budget for operations, projects, and equipment

## 4. Processes & Workflows

Describe or list standard R&D processes and key workflows to be followed.

## 5. KPIs & Success Metrics

KPI / Metric	Definition	Target
E.g. Number of prototypes	How is it measured?	E.g. 5 prototypes in Q1

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## 6. Risk Assessment & Mitigation

Risk	Impact	Likelihood	Mitigation Plan
E.g. Delay in material supply			

## 7. Review & Reporting

Specify review frequency, reporting methods, and responsibilities.

### Additional Notes

Any other relevant information