

R&D Department Operations Plan Template

Plan Period

E.g. Q1 2024, FY 2024

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 |
|-------------------------|------------------------------|-------------------------------|------------------------|---------------------------------|
| <div>Project name</div> | <div>Brief description</div> | <div>Responsible person</div> | <div>Start - End</div> | <div>E.g. Not started, In</div> |
| <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |

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 |
|--------------------------------------|--------------------------------|------------------------------------|
| <div>E.g. Number of prototypes</div> | <div>How is it measured?</div> | <div>E.g. 5 prototypes in Q1</div> |

| | | |
|--|--|--|
| | | |
|--|--|--|

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