

Minimalist Operations Plan Template for Administration

1. Objectives

2. Key Administrative Processes

Process	Description	Responsible
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

3. Roles & Responsibilities

Role	Responsibilities
<div></div>	<div></div>
<div></div>	<div></div>

4. Resources Needed

-
-
-

5. KPIs / Success Metrics

Metric	Target
<div></div>	<div></div>
<div></div>	<div></div>

6. Risks & Mitigation

-
-

7. Review Cycle & Update Plan

