

# Operations Plan Worksheet

Explain and describe how each business area will function. Include info about the physical setup and the responsibilities for specific tasks that team members will perform. These tasks/procedures are called Standard Operating Procedures (SOP).

Business Area:

Task:

Subject/Issue:

Team/Members:

SOP:

Business Area:

Task:

Subject/Issue:

Team/Members:

SOP:

Notes:

Business Area:

Task:

Subject/Issue:

Team/Members:

SOP:

Business Area:

Task:

Subject/Issue:

Team/Members:

SOP:

## Operation Area Plan Notes

Area:

Date: