Unit Title:	**Develop and implement an operational plan**
OCR unit number:	19
Level:	4
Credit value:	5
Guided learning hours:	24
Unit reference number:	Y/506/1955

Unit aim and purpose

This unit aims to develop the knowledge and skills required to develop and implement an operational plan and introduces learners to the key principles underpinning operational planning. Upon completion of this unit, learners will be able to develop, implement, and evaluate an operational plan.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the principles of operational planning	**The Learner can:** 1.1 Evaluate the use of **risk analysis techniques** in operational planning 1.2 Explain the components of an operational plan 1.3 Analyse the relationship between strategic and operational plans 1.4 Evaluate the use of **planning tools** and techniques in the operational planning process 1.5 Explain how to carry out a cost-benefit analysis	**Risk analysis techniques** might include: • Risk Identification • Impact assessment • Risk Probability • Risk Reassessment • Failure mode and criticality analysis • Fault trees • Identification of risk associated with ; health and safety, security, finance and environment **Planning tools** might include: • Fishbone diagrams • Gantt charts • Critical path analysis • PERT Chart • Business process modelling
2 Be able to develop an operational plan	2.1 Identify specific, measurable, achievable, realistic and time-bound (SMART) objectives and key performance indicators (KPIs) 2.2 Identify evaluation mechanisms appropriate to the plan	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	2.3 Take action to ensure that plans are consistent with organisational strategy, objectives, values, policies and procedures 2.4 Develop proportionate and targeted plans to manage identified risks 2.5 Take action to ensure that plans complement and maximise synergy with other business areas 2.6 **Adhere to organisational policies and procedures, legal and ethical requirements**	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague.
3 Be able to implement an operational plan	3.1 Implement plans within agreed budgets and timescales 3.2 Communicate the requirements of the plans to those who will be affected 3.3 Revise plans in the light of changing circumstances in accordance with strategic objectives and identified risks	
4 Be able to evaluate the effectiveness of an operational plan	4.1 Conduct **periodic reviews** of the progress and effectiveness of the plans, using information from a range of sources 4.2 Report on the effectiveness of operational plans in the appropriate format	**Periodic reviews** could include milestone reviews with relevant stakeholders such teams or individuals and will be in relation to the length of the project plan

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

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Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LBA9	• Develop operational plans

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .