**Operations Planning Sheet**

**[Company Name]**[Department]  
[Planning Period]  
[Prepared By: [Name]  
Date: [dd/mm/yyyy]

**Operations Plan Table**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task ID** | **Task Description** | **Department** | **Responsible Person** | **Start Date** | **End Date** | **Priority** | **Status** | **Estimated Cost** | **Actual Cost** |
| OP-001 | Inventory Stock Review | Operations | Ahmed Khan | 01-07-2025 | 03-07-2025 | High | In Progress | 10,000 | 9,500 |
| OP-002 | Equipment Maintenance | Maintenance | Ali Raza | 04-07-2025 | 05-07-2025 | Medium | Planned | 15,000 | 0 |
| OP-003 | Staff Shift Planning | HR | Sara Malik | 01-07-2025 | 01-07-2025 | High | Completed | 5,000 | 5,000 |

**Excel Formulas**

* **Total Estimated Cost:** = [amount]
* **Total Actual Cost:** = [amount]
* **Total Cost Difference:** [amount]

**Resources Required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource Type** | **Description** | **Quantity** | **Notes** |
| Human | Warehouse Staff | 5 | Temporary staff |
| Equipment | Forklift | 2 | Rental required |
| Materials | Packaging Boxes | 500 | Urgent order |
|  |  |  |  |

**Risks & Challenges**

* Possible delay in equipment servicing
* Staff availability during peak hours

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | **Approved By:** |  |
| **Signature:** |  | **Date:** |  |