ANNUAL OPERATIONAL PLAN TEMPLATE

OBJECTIVE: Plan Digital Asset Library implementation.

Key Results Area	Goal	Actions	Key Result Indicators	Responsibility	Timeline	Budget	Contingence Plan
What area of the Strategic Plan does this area link to?	What is your desired outcome?	How do you plan on achieving your goal?	What will deem your goal successful?	Which committee position will be responsible for achieving this goal?	When is the goal expected to be achieved by?	How much is the outcome expected to cost?	How will unexpected delays be addressed?
Strategic Plan: Digital Asset Management	Develop and implement the Digital Asset Library application to efficiently manage company assets.	• Conduct requirements gathering for the Digital Asset Library application. • Design and develop backend functionalities using Delfi. • Design and develop frontend interfaces using Vue. • Implement CRUD functionality for asset management. • Test and refine the application for usability and functionality. • Deploy the Digital Asset Library application for	• Completion of requirements documentation. • Successful implementation of backend functionalities. • Successful implementation of frontend interfaces. • CRUD functionality fully operational. • Positive user feedback on usability. • Successful deployment and adoption by internal users.	Digital Asset Library Project Manager	March - September 2024	Internal	Regular review meetings to address any development issues and adjust timelines if necessary.

		internal use.					