ANNUAL OPERATIONAL PLAN TEMPLATE

OBJECTIVE: Plan Digital Asset Library implementation.

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| **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 internal use. | * 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. |