Monthly Article

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Types of operational plan

planning is extremely important in order to define what the organization wants, set overall goals and objectives, and to achieve those goals and objectives effectively and efficiently. The organization shall prepare many activities to help achieve the defined goals and objectives. At the same time, planning shall be carefully carried out by clearly defining the implementation period and using it as experience for other activities. In general, there are 3 types of planning:

A. Long-term planning (5–10 years)

Long-term planning includes strategic plans or organizational development plans. This long-term planning is a planning that focuses on achieving the goals and objectives of the organization, and the implementation of this activity usually takes 5 years or a maximum of 10 year.

Long-term planning is designed to ensure the sustainability of the organization.

B. Medium-term planning (2-3 years)

Medium-term planning, three-year rolling plan, or strategic plan is the planning that focuses on achieving goals and objectives of the organization, and the implementation of this activity usually takes two or three years. This medium-term planning helps management and officials in charge to have better understand the efficient use of resources, clearly identify the most important resource needs, minimize risks when possible, and plan contingencies when necessary.

C. Short-term planning (up to 1 year)

Short-term planning is called action planning, which is the planning of activities that focus on achieving goals, objectives, and the implementation of this activity usually takes 12 months or less. However, the planning shall determine the daily, weekly, monthly, even quarterly and annual performance of all the official in charge can be considered as short-term plan.

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Reference: The Excellence of Operation Management by Internal Audit Unit of F.S.A.