

CoP Operational Plan preparation template

Operational Plan								
Objective								
Activity	Period		Person(s) Responsible	Place	Resources			Indicator
	Since	Until			Human	Economic	Others	

- Activities per objective/goal: the activities necessary to achieve each objective are agreed upon. Sub-activities can be defined (visits, meetings, etc.).
- Timing: indicating the estimated period of time in which each activity is expected to be carried out.
- Assignment of tasks/responsibilities: who is/are responsible for each activity; in a collaborative work plan this is key so that everyone and the group as a whole is clear about what is expected of each member and in what time frame. The assignment of roles and responsibilities is linked to the construction of a sense of "co-responsibility" for the achievement of the objectives proposed by the CoP as a collaborative environment.
- Decide in which areas the activities will be implemented and therefore the results to be achieved will be evaluated: this is very important given that the CoP may propose different types of actions in its work plan, as developed above; therefore, the definition of the areas of implementation will be directly and logically related to the type of objectives, activities and results proposed. However, each university or research center that makes up the CoP can be areas of implementation of actions and or recommendations; also the CoP itself to the extent that it proposes objectives and activities of knowledge production and other networks and/or organisation if it is thought of as activities of incidence and dissemination of knowledge.

- Estimate the budget (human, economic, etc.). Prepare a simple budget that identifies the expenditure items involved in the implementation of the action plan: human resources, inputs, materials, etc. It is also recommended to foresee the budget implementation schedule, which should be consistent with the implementation schedule of the planned activities.
- Monitoring and results indicators: define indicators for monitoring the implementation of planned activities according to the implementation schedule and identify identifiers to evaluate not only what has been done (output and coverage indicators) but also the effects and/or results that may or may not have occurred as a result of the activities carried out by the CoP. This implies an interesting challenge that will also contribute to the production of learning and knowledge. Undoubtedly, these outcome indicators are related to the objectives proposed by the CoP in its action plan; therefore, it is important to identify and define the expected results of change from the outset in order to be able to design some metrics and/or appreciative inquiry of their degree of achievement.

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