



**Australian Government**

# **NWPGEN031 Develop an operational plan**

**Release: 1**

# NWPGEN031 Develop an operational plan

## Modification History

Release 1. This is the first release of this unit of competency in the NWP National Water Training Package.

## Application

This unit involves the skills and knowledge required to develop an operational plan.

It includes developing, implementing and monitoring an operational plan to provide efficient and effective workplace practices within the organisation.

This unit applies to those working with specific responsibility for managing the work of others and operating within the parameters of a broader business plan. Those undertaking this unit would work autonomously, usually with supervisory responsibilities, while performing complex tasks in a range of contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

General

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### **1 Prepare an operational plan**

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1.1** Develop consultation processes as part of the operational planning process

**1.2** Research the organisational, strategic and operational

- plans and establish links to the current year's priorities
- 1.3 Identify and review resources inventory and conduct a currency analysis
  - 1.4 Establish resource requirements for the yearly operational plan
  - 1.5 Research and document the current operational performance against the organisational operational strategies
  - 1.6 Consult with stakeholders to develop a draft yearly operational plan including operational strategies and key performance indicators
  - 1.7 Develop and implement contingencies for the operational plan
  - 1.8 Obtain approval for the plan from relevant personnel and communicate the plan to relevant personnel and stakeholders
- 2 Plan and manage resource acquisition and allocation**
- 2.1 Determine resources according to productivity and budgetary requirements
  - 2.2 Develop and implement strategies to ensure physical resources and services are acquired
  - 2.3 Allocate resources according to operational strategies and budgetary requirements
  - 2.4 Develop operational asset acquisition business cases
  - 2.5 Develop tools and equipment management strategies
- 3 Monitor and review operational performance**
- 3.1 Develop, monitor and review performance systems and processes for plans, rosters and strategies
  - 3.2 Analyse and interpret budget and actual financial information to monitor and review performance
  - 3.3 Identify areas of under-performance, recommend solutions and take prompt action to rectify the situation
  - 3.4 Negotiate recommendations for variations to operational plans and gain approval from stakeholders
  - 3.5 Develop and report operational performance outcomes

to key stakeholders

## **Foundation Skills**

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## **Range of Conditions**

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit replaces and is equivalent to NWPGEN015 Develop an operational plan.

## **Links**

Companion Volume implementation guides are found in VETNet -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=26336bc0-04e5-49d9-8c31-46c49b6a0037>