OPERATIONAL PLANNING



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Introduction

Operational Planning examines how organizations convert strategic intent into workable annual, quarterly, and weekly plans that departments can actually deliver. This Training Course covers capacity planning, resource scheduling, and performance control. Participants study S&OP (Sales and Operations Planning), the master production schedule, capacity modelling, RACI matrices, and short-interval control methods. Furthermore, the programme connects planning to execution through capacity labs, plan building exercises, and performance review simulations. As a result, delegates leave able to write an operational plan with clear owners, resources, and milestones, and monitor it without guesswork.

Operational Planning Course Objectives

- Define operational planning and distinguish it from strategy.
- Translate strategic objectives into operational plans.
- Forecast demand and plan capacity to meet it.
- Build master schedules and resource allocation plans.
- Apply RACI matrices and accountability structures.
- Manage constraints, bottlenecks, and dependencies.
- Design operational budgets and cost plans.
- Set KPIs and operational performance measures.
- Run review routines and short-interval control.
- Adjust plans when actual performance diverges.

Course Methodology

- Interactive workshops using real operational and capacity files.
- Demand forecasting and capacity planning labs.

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- Master scheduling and resource allocation exercises.
- RACI design and accountability workshops.
- Operational review and control simulation.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Operations and production managers.
- Department and section heads.
- Planning and scheduling officers.
- Supply chain and logistics planners.
- Team leaders with delivery targets.
- Finance and budget support staff.
- Professionals new to operational planning.

Operational Planning Course Outlines

Day 1: Operational Planning Foundations

- Defining operational planning and its purpose.
- Strategy versus tactical versus operational planning.
- The operational planning cycle and horizons.
- Aligning departmental plans with organisational direction.
- Stakeholders and internal customer expectations.
- Governance, approval, and delegation.
- Building the operational planning framework.

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Day 2: Demand and Capacity Planning

- Demand forecasting methods and assumptions.
- Capacity modelling and load calculations.
- Capacity vs demand gap analysis.
- S&OP and integrated planning routines.
- Constraints, bottlenecks, and theory of constraints basics.
- Service level and lead time considerations.
- Documenting capacity assumptions and risks.

Day 3: Scheduling, Resourcing, and Work Control

- Master scheduling and short-interval scheduling.
- Resource allocation and levelling.
- Priority rules and sequencing decisions.
- Interface and dependency management.
- Work standards and productivity measurement.
- Contingency planning and surge capacity.
- Communicating schedules to teams and suppliers.

Day 4: Budgets, Costs, and Performance Measures

- Operational budgeting and cost planning.
- Fixed and variable cost behaviour in operations.
- Cost control and variance analysis basics.
- KPI selection for operational performance.
- Scoreboards and visual performance management.

- Data collection and reporting routines.
- Building the operational KPI framework.

Day 5: Review, Correction, and Continuous Improvement

- Daily, weekly, and monthly review routines.
- Short-interval control and rapid response.
- Corrective action design and decision rules.
- Root cause analysis for operational problems.
- Communicating performance to stakeholders.
- Plan review, refresh, and lessons learned.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Operational Planning, participants will have acquired a practical command of demand forecasting, capacity planning, scheduling, and operational performance control. They will know how to translate strategic direction into plans their teams can execute, allocate resources to meet demand, and adjust when reality diverges from the plan. In addition, the course prepares delegates to build operational KPIs and review routines that surface problems early. As a result, they return to work ready to plan operations with structure and evidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Operational Planning course

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Q1 What is the "Operational Planning" course about?

It is a five-day programme that explains how operational plans are built and controlled. It covers demand forecasting, capacity planning, master scheduling, resource allocation, operational budgeting, KPI design, review routines, and corrective action.

Q2 What are the key benefits of the "Operational Planning" course?

Participants gain the ability to translate strategic goals into departmental plans, forecast demand and plan capacity with evidence, and schedule work that teams can actually follow. They also learn to control cost, measure performance with clear KPIs, and adjust plans quickly when results diverge.

Q3 What skills will I gain from the "Operational Planning" course?

Demand forecasting and capacity planning with gap analysis, master scheduling and resource allocation with priority sequencing, operational budgeting with cost and variance control, and performance management with KPI design and review routines.

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Q4 What tools, methods, or standards are covered in the "Operational Planning" course?

The course covers strategy, tactical and operational planning distinctions, the operational planning cycle and horizon design, alignment of departmental plans with organisational direction, stakeholder and internal customer analysis, governance and delegation frameworks, demand forecasting methods and assumption documentation, capacity modelling and load calculation, capacity versus demand gap analysis, Sales and Operations Planning (S&OP) routines, constraints, bottleneck and theory of constraints basics, service level and lead time analysis, master scheduling and short-interval scheduling methods, resource allocation and levelling techniques, priority rules and sequencing decisions, interface and dependency management, work standard and productivity measurement, contingency and surge capacity planning, operational budgeting and cost planning methods, fixed and variable cost behaviour analysis, cost control and variance analysis, operational KPI selection and design, scoreboard and visual performance management, data collection and reporting routine design, daily, weekly and monthly review routine design, short-interval control methods, corrective action design and decision rules, and root cause analysis for operational problems.

Q5 How is the "Operational Planning" course applied in real-world practice?

Delegates apply it through demand forecasts, capacity models, gap analyses, master schedules, resource plans, priority lists, RACI matrices, operational budgets, cost reports, variance analyses, KPI scoreboards, performance dashboards, review meeting agendas, corrective action plans, and plan review reports. They also use it to brief their teams and to prepare departmental operational planning submissions.