

50+ Plan Samples, Format & Examples 2022

Businesses necessarily tend to involve various documents. A plan, regardless of what type it is, is one of them. Planning guides action by defining how to do the work in advance. It also ensures that goals and objectives are specified to guide them in selecting what action to take and in which direction to pursue it. Because these documents are so significant in so many ways, it's critical to learn everything you can about them and find ways to obtain them. For those who want to skip the time-consuming creation process, having the right [plan templates](#) might help.

To create a Plan of your very own, follow the following steps:

- Browse through several Plan designs for inspiration and ideas for your own Plan.
- Customize Online or Download in your preferred File format and Print As Required.

If you're one of those people, then this article is for you. Scroll down, and you'll see a bunch of plan examples and formats below. We've got at least fifty different samples that you can choose and use. What are you waiting for? Read now!

1. Business Plan Sample

Whatever the nature of the plan, there is a lot that goes into it. A quarterly [business plan](#), such as the one below, is essential for keeping everyone involved informed about what's going on.

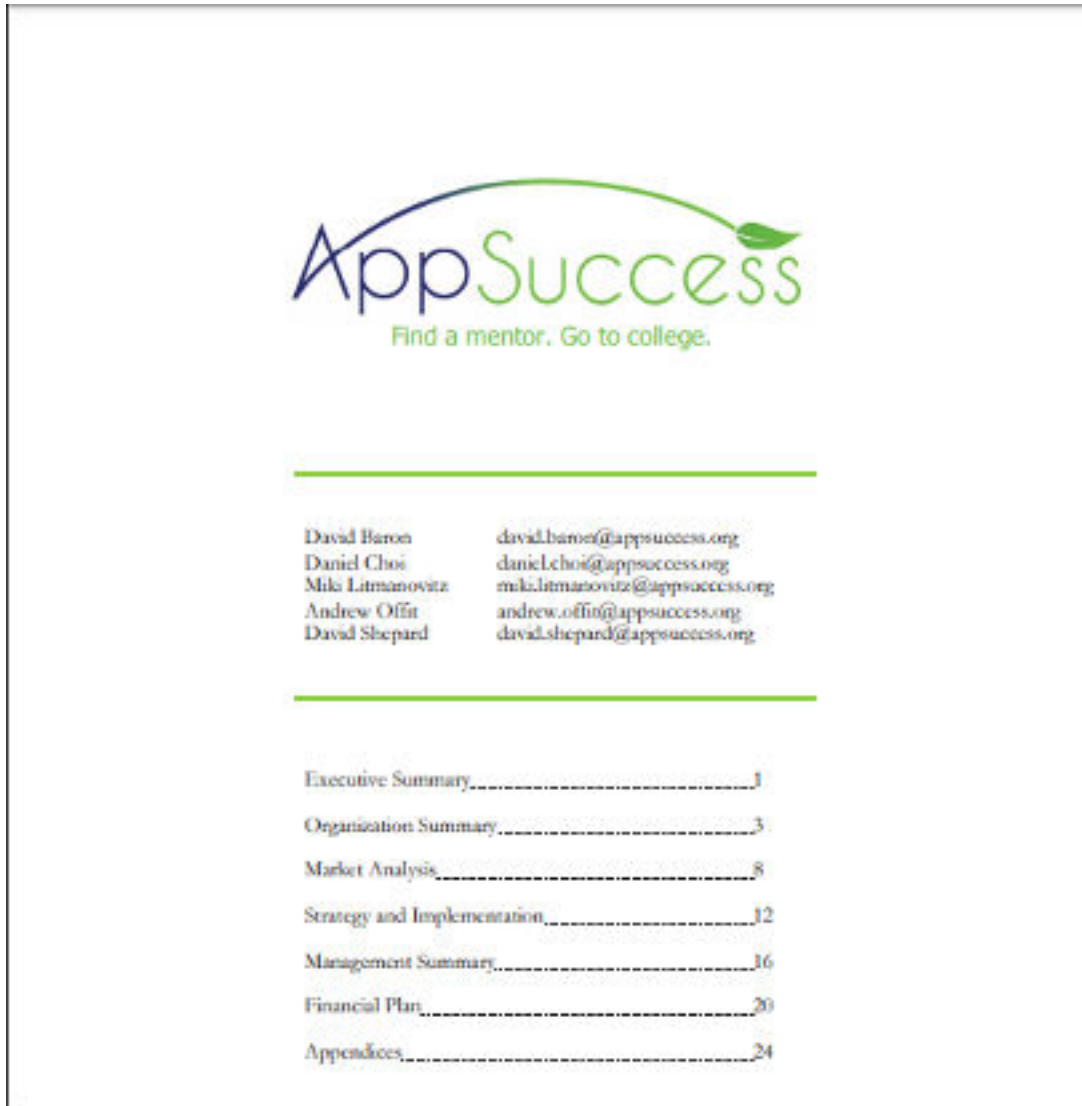
Pablo's Pizza Place

Quarterly Business Plan

Prepared by
Pablo Tevez
pablo@pablospizzaplace.com
November 10, 2021

2. Business Plan Sample

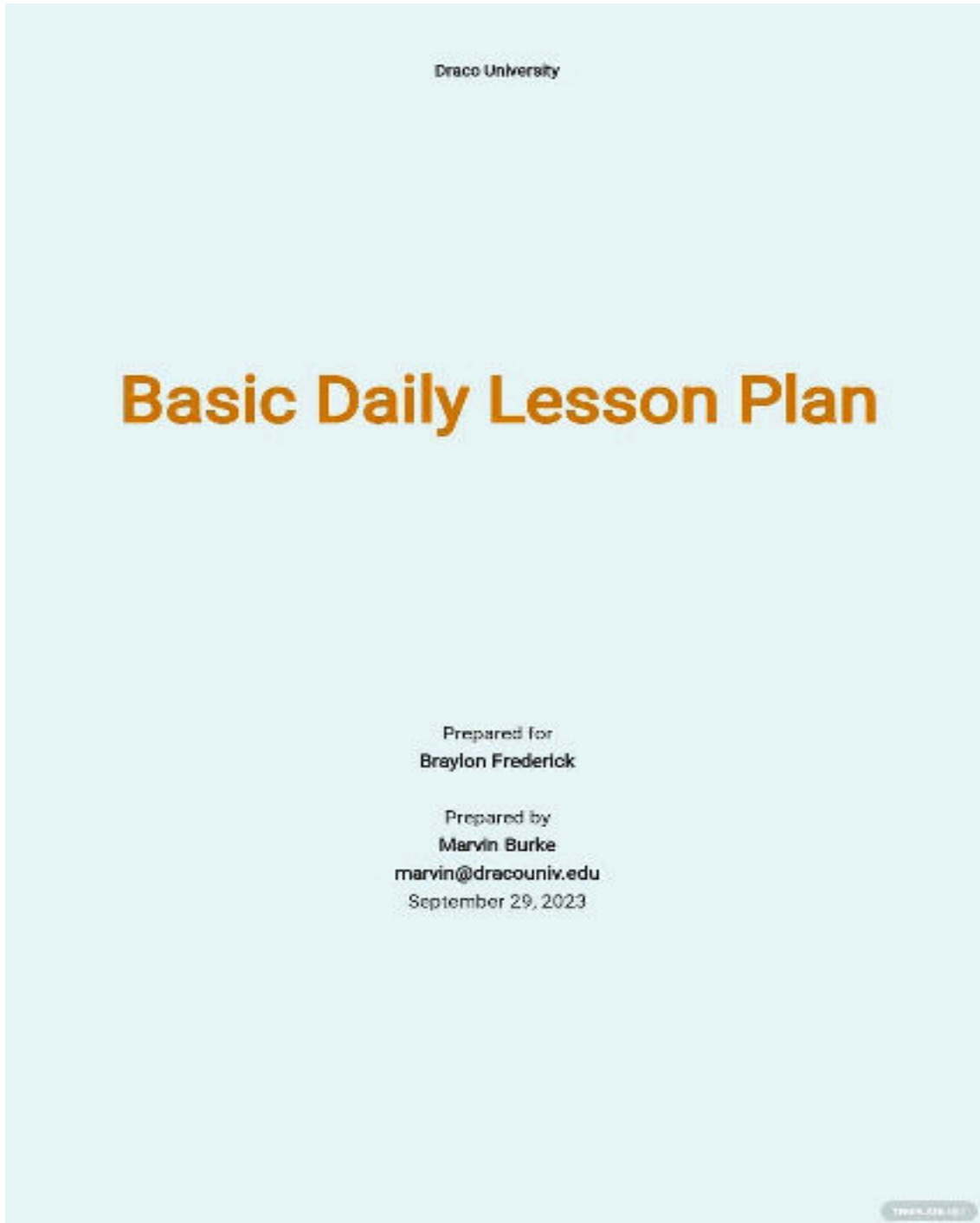
Business plans are necessary for every company or business to know what's going on and how to approach if ever there are errors or problems that may arise. You can take the sample below as your reference.



[Download at Harvard Business School](#)

3. Lesson Plan Sample

Teachers must create a clear plan for their teaching goals, learning objectives, and methods for achieving them. What better way to go about it than by creating a [lesson plan](#)?



4. Lesson Plan Sample

For teachers, lesson plans are part of their lives. They can use the sample below if they're having a hard time constructing their own lesson plan.



Example of a Good Lesson Plan

Lecturer's name:	Date:
Course: Cert Ed/PGCE year 1	Duration: 2 hours
Subject/Unit: 7LLS415- PEL	Level: 4
Topic: Lesson planning	
Aims of lesson: To plan & structure learning activities through developing a lesson plan	
Lesson objectives: Students will be able to... Write a lesson plan to structure effective student learning	
Assumed prior knowledge: Trainees are existing teachers & may have some knowledge about the subject Aims & objectives covered in the morning session	
Resources: Whiteboard pens; flip paper; blue tac; register; 4 handouts; 1 worksheet; 2 lesson plan pro-formas per person; Powerpoint presentation & memory stick; Copy of Powerpoint as handout; computer & projector to be booked; assignment handout	
Assessment (how learning will be recognised) Lesson planning in class; tutor observation; draft lesson plan produced and lesson plan for microteaching	
Differentiation (addressing all learners' needs) Differentiated around	

[Download at Harrow](#)

5. Meal Plan Sample

For those people who want to maintain their diets, creating a [meal plan](#) can help. You can use the template below as your reference.

Tasty Fit

Fitness Meal Plan

Prepared for



Hextra Jones

Prepared by

Detrea Wilton
detrea@tastyfit.com
May 25, 2021

6. Meal Plan Sample

It is essential to plan your daily meal, especially if you're on a strict diet to stay on track. The sample below can help you.



SAMPLE MEAL PLANS AND ONE-DAY MENUS FOR ADOLESCENT MALES

The following meal plans are based on calorie levels and food group recommendations published by the USDA at the www.mypyramid.gov website. Note that the meal plans listed below are written for men who are at a healthy weight and participate in physical activity for 30 - 60 minutes. If you are physically active for less than 30 minutes per day, a lower calorie meal plan may be needed to maintain your current weight. If you participate in more than 60 minutes of physical activity per day, you may need to follow a higher calorie meal plan to maintain your current weight.

MEAL PLAN #1: This is a meal plan for a 13-year-old male, average height & weight, with 30 to 60 minutes of physical activity per day. This meal plan contains the recommended amount of each food group. Depending on your food choices in the five food groups, an additional 6 teaspoons of oil and 290 discretionary calories may be allowed.

2200 Calorie Meal Plan
Grains: 7 ounces | Vegetables: 3 cups | Fruits: 2 cups | Milk: 3 cups | Meat & Beans: 6 ounces

MEAL PLAN		SAMPLE MENU	
Breakfast	2 ounces Grain ½ cup Fruit 1 cup Milk 1 ounce Meat/Bean	Whole wheat English muffin (1) Apple juice (½ cup) Low-fat yogurt (1 cup) Peanut butter (1 Tablespoon)	
Lunch	2 ounces Grain 1 cup Vegetables ½ cup Fruit 1 cup Milk 2 ounces Meat/Beans	Whole wheat pita Dark greens, diced cucumbers, tomatoes, onions (1 cup) mixed with reduced-calorie creamy cucumber dressing (1 Tablespoon) Orange (1 small) Mozzarella cheese (1½ ounces) Grilled chicken (2 ounces)	
Dinner	2 ounces Grain 1 cup Vegetables	Brown rice (1 cup) Steamed broccoli and cauliflower (1 cup) w/ margarine (2 teaspoons)	

[Download at Hemophilia Fed](#)

7. Project Plan Sample

Much like other plan types, [Project plans](#) are crucial in every company. Executives prefer to have such before starting any projects to measure everything and ensure to achieve the goals.



Prepared by
Angela Park
angela@heartantiques.com

8. Project Plan Sample

Project plans are as essential as business plans as they can help marketers or executives know and measure everything to avoid errors and achieve the goals.

INTRODUCTION

Purpose of Plan

The Odessa Mobile Technology Project Plan will provide a definition of the project, including the project's goals and objectives. Additionally, the Plan will serve as an agreement between the following parties: Project Sponsor, Steering Committee, Project Manager, Project Team, and other personnel associated with and/or affected by the project.

The Project Plan defines the following:

- Project purpose
- Business and project goals and objectives
- Scope and expectations
- Roles and responsibilities
- Assumptions and constraints
- Project management approach
- Ground rules for the project
- Project budget
- Project timeline
- The conceptual design of new technology

Background Information/Available Alternatives

Debbie: This section should describe the work you have done to date, the choices you had with regard to hardware/software, and an explanation of how you arrived at the decision to use L3 and Tiburon.

[Download at Search.org](#)

9. Marketing Plan Sample

There are so many things marketers or companies can accomplish by creating a detailed and credible [marketing plan](#). It helps them make an organizational plan to cater to the company and customer needs.

Brew It Tea House

E-commerce Marketing Plan

Prepared by
Jeremy Brimstone
jeremy@brewit.com
March 22, 2021

10. Marketing Plan Sample

Much like business and project plans, marketing plans also share the same importance as they are. With such documents, marketers will know the right approach to provide to all of their customers' needs.

MARKETING PLAN OUTLINE

There is no single "right" way to approach a marketing plan. Your marketing plan should be part of an ongoing self-evaluation process and unique to your business.

A. Mission Statement

1. State the purpose of the marketing plan.
2. Review business goals and objectives as well as specific strategies to reach them.

Everything your company does should be guided by and consistent with your Mission Statement. This is a short (one or two paragraph) statement of the fundamental nature of your business, answering the questions: "What business are we in?" and "Who do we serve?"

The mission statement is the one place you can be general, rather than specific. This is your vision of the business: it's philosophy, and what makes it different from any other business.

If you don't already have a mission statement, write one down. Refer to it often as you develop your marketing plan. An opportunity that takes you away from your business mission is not a good opportunity for you. A strategy or tactic that does not carry the business towards fulfilling its mission is faulty and should be revised.

B. Diagnosis: Where are you right now?

In order to determine how to get where you want to be, you need an accurate, objective picture of where you are now.

Write a brief statement assessing the current state of the business:

[Download at msbdc.org](http://msbdc.org)

11. Action Plan Sample

There are so many things companies or marketers need to reach the goal by making a complete and detailed [action plan](#). It lays forth the steps that must be performed to accomplish a given objective.



12. Action Plan Sample

Action plans are essential to most businesses as it helps them know the steps they need to do to achieve the goal they have.

Action Planning

Gordon Clarke

Foreword

The WFH is committed to providing skills training for NMOs. For this reason, we have produced a monograph to help hemophilia organizations in developing and developed countries plan and carry out their activities.

In this monograph an attempt has been made to use plain English and to avoid the use of management jargon. We hope it has been successful but, if further clarification of terminology is needed, please consult the publications listed in the bibliography.

What is action planning?

One of the definitions given in the dictionary for the word "plan" is "a scheme for accomplishing a purpose". **Action planning**, therefore, can be described as an agreed-upon set of intended actions to bring about desired outcomes. An action plan can include single or multiple topics. Usually it covers a short period of time, most frequently one year. A strategic plan generally covers a three- to five-year period and is therefore a more abstract document.

The need for planning

Today, most organizations carry out some form of planning. In smaller companies it may be as simple as a budget — which is a financial representation of an action plan — while at the other extreme, large corporations may try to look 25 years or more into the future in an effort

work for good causes, but enthusiasm and good intentions alone are often not enough to succeed. With little thought they may decide on one large goal and then each person will go off and attempt to achieve it. What they have is a vision, but a vision without a supporting plan of how to achieve it will usually remain only a dream. As time goes on, there may be difficulties and upsots which, if not foreseen, will weaken the group. By learning from their mistakes, the group may become stronger, more sophisticated in its methods, and more skilful at avoiding the pitfalls. Those that succeed have usually, even in a simple way, started to plan how they will conduct their affairs. The groups that do not manage their affairs properly are likely to fail and may never be heard of again.

Planning has several roles within the organization. It helps organizations, and charitable organizations in particular, achieve results. It can be used to monitor progress, maintain control, give people responsibility, strengthen accountability, and build greater teamwork through a sense of involvement.

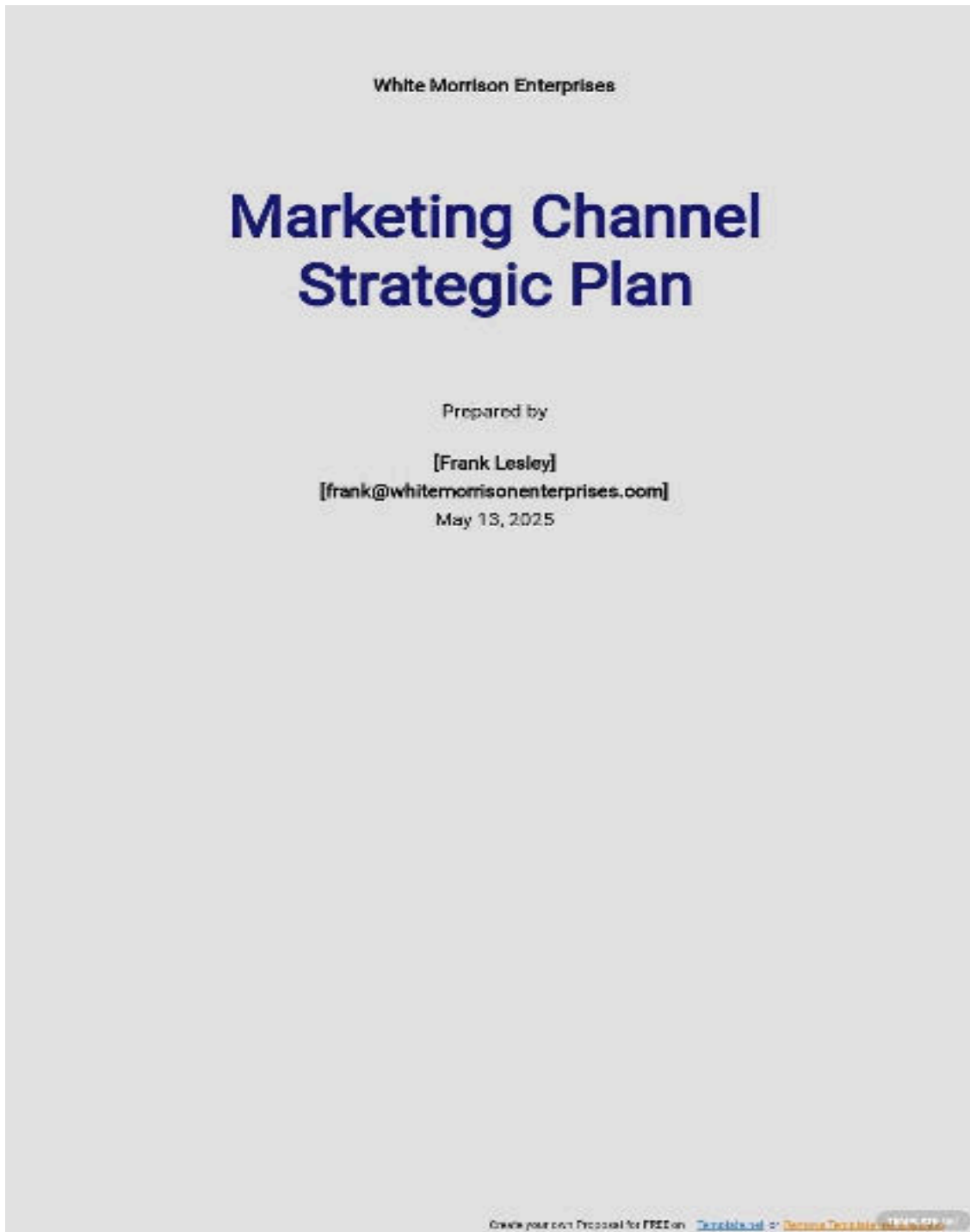
In the non-profit charitable sector there is much to be gained by preparing and publicizing an action plan. Making your plan available to those outside the organization can attract new support for your cause and financial aid from donors and other stakeholders, such as drug companies. The plan will also tell others of your goals and may provide opportunities for similar projects to be conducted in parallel with your own, thus enhancing the significance of your project.

There are, however, some things to watch out

[Download at World Federation of Hemophilia](#)

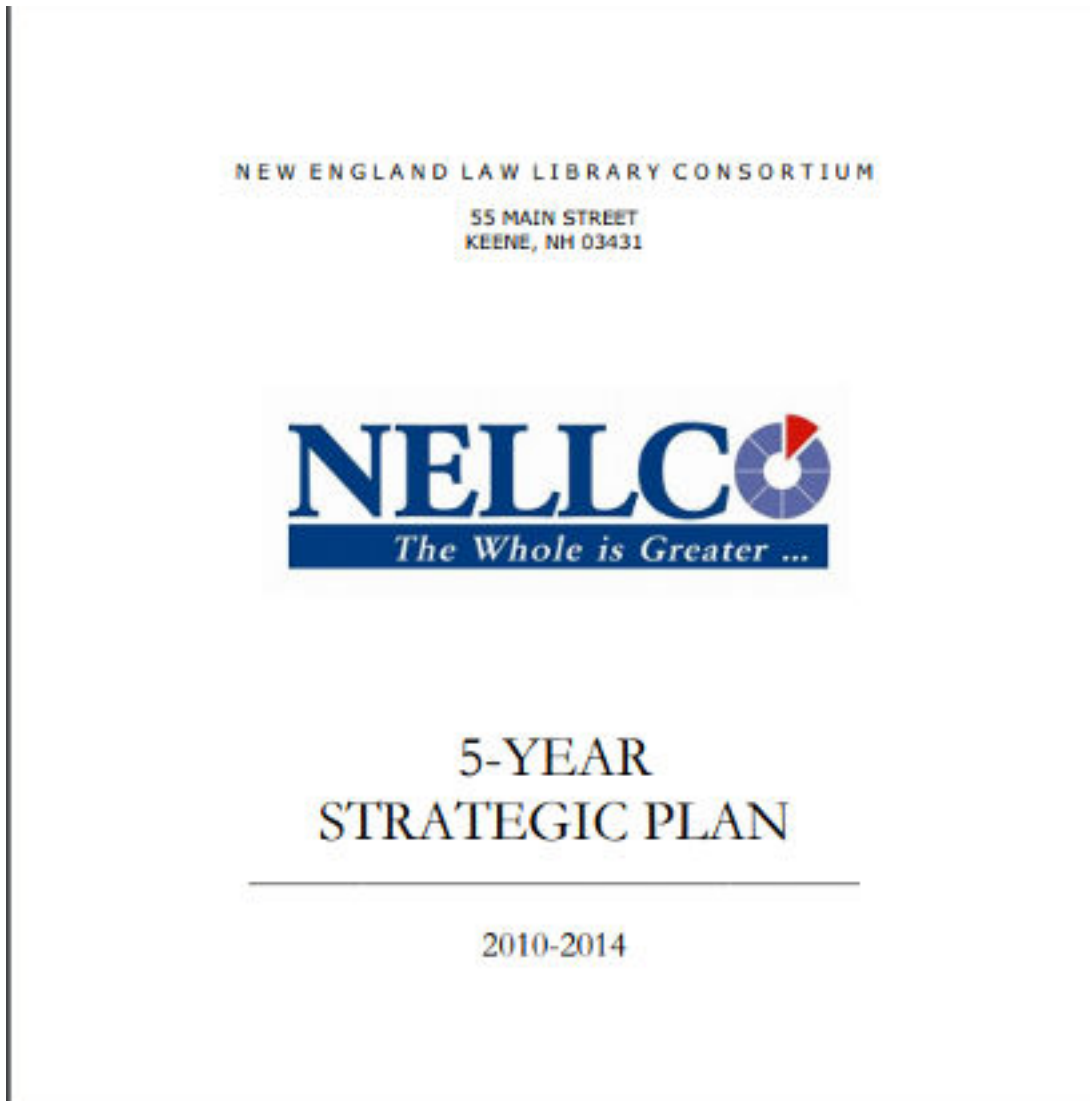
13. Strategic Plan Sample

All marketers want to know the direction of their projects and businesses. That is why they need to create a detailed and informative [strategic plan](#) to stay on track and develop the right goals and targets and help everyone focus their efforts on meeting them.



14. Strategic Plan Sample

Strategic plans are equally important as other plans you may have in your business. It is the one that accumulates all the possible targets and helps marketers achieve them.



[Download at NELLCO](#)

15. Management Plan Sample

Most, if not all, marketers require [management plans](#) to assist them in identifying potential risks and obstacles as early as feasible, allowing them to alter strategy and provide assistance.

Leaf Production

Management Plan

Prepared by
Anne Tanaka
anne@leafproduction.com
May 21, 2023

16. Management Plan Sample

Every business relies heavily on management planning. It assists corporations or enterprises in developing a shared understanding of what a project seeks to accomplish and how it will accomplish it.

Sample Quality Management Plan

This reference documents project-specific quality assurance and quality control procedures appropriate to the size, complexity, and nature of the project. Quality improvements are also documented and may be included as an integral part of the Project Management Plan (PMP). Plans are developed concurrently in the iterative Program/Project Planning Phase.

In addition to quality management objectives developed as part of PMPs for projects, the system for Quality Management is defined in an organizational level Quality Management Plan (QMP). Project-specific Quality Management objectives accompanying each PMP shall be consistent with the organization QMP unless documented.

Quality is planned for and managed through the "Plan-Do-Check-Act" cycle for project execution, program management, and business processes.

The Project Manager (PM) is responsible for

- Documenting customer expectations and consensus quality management objectives at a project-level that supports the implementation of the PMP.
- Utilizing the expertise of their project delivery teams to determine the procedures necessary (such as independent technical review) to achieve the target level of quality.
- Ensuring the customer endorses all quality objectives included in the Quality Management Plan.
- Understanding the customer's role in project success; the PM's relationship with the customer is pivotal to providing quality service
- Working with the customer early in the Project Scope and Customer Requirements Definition Process to determine customer needs, and refining those requirements in light of safety, fiscal, schedule, and other constraints; considers the cost/benefit of all quality improvements.

The Project Delivery Team (PDT) is responsible for

[Download at AcqNotes](#)

17. Financial Plan Sample

Managing the finances of the company is very crucial since it is the foundation of its operation. Creating a detailed and informative [financial plan](#) can help them achieve goals, manage their income, expenses, and investments, and track their financial activities.

Dr. Tucson's Dental Clinic

Financial Plan

Prepared for

Stephanie Collins

Prepared by

Ken Baggett

ken@drtucsondental.com

October 26, 2025

18. Financial Plan Sample

A financial plan is a crucial document in every company. It enables firms to meet their immediate financial demands while also planning for long-term financial security.

Personal Financial Plan

For

John and Mary Sample

July 1, 2018

Prepared by

John Smith

2430 NW Professional Dr.

Corvallis, OR 97330

877-421-9815



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Advisor Logo

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This presentation provides a general overview of some aspects of your personal financial position. It is designed to provide educational and / or general information and is not intended to provide specific legal, accounting, investment, insurance, or tax advice. Please consult your professional advisor for more information.

[Download at MoneyTree](#)

19. Work Plan Sample

Many things companies can do with a detailed and specific [work plan](#). It helps them in visualizing the goal, objectives, duties, and team members that are in charge of each area.

[Eloquent Concepts]

Work

Plan

Prepared by
[Anthony Boone]
anthony@eloquentconcepts.com
March 21, 2021

20. Work Plan Sample

Work plans are essential to any business, particularly to those handling large projects. It helps them organize and accomplish their desired goals.

Project Work Plan - Sample Template

NOTE : Applicants requesting funding for a multi-year grant program are **REQUIRED** to provide a **Project Work Plan** for **EACH** potential year of grant funding requested.

Goal:

Measurable Outcome(s):

*** Time Frame** (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1.														
2.														

[Download at acl.gov](http://acl.gov)

21. Startup Plan Sample

A [startup plan](#) is an essential document for startup companies. It helps them establish their plans for the future.



22. Workout Plan Sample

For people who are fitness conscious, a [workout plan](#) can help them a lot. It provides them with structure so that they aren't wondering what to do next.

Coleman Fitness

Weight Loss Workout Plan

Prepared by
Ben Woodley
ben@colemanfitness.com
January 20, 2025

23. Exercise Plan Sample

The [exercise plan](#) is pretty similar to the workout plan. It's a map that shows the client exactly what actions they'll need to take to go to their desired destination. According to research, creating goals enhances the likelihood of sticking to them and achieving the desired results.



Prepared by

Joshua McClelland
joshua@mckenziefitgym.com

May 16, 2035

24. Communication Plan Sample

A key factor to define who needs to be informed and aware of the project, how often information will be distributed, and who will be responsible for the distribution is creating a [communication plan](#).

Kisses Cosmetics

Strategic Communication Plan

Prepared by

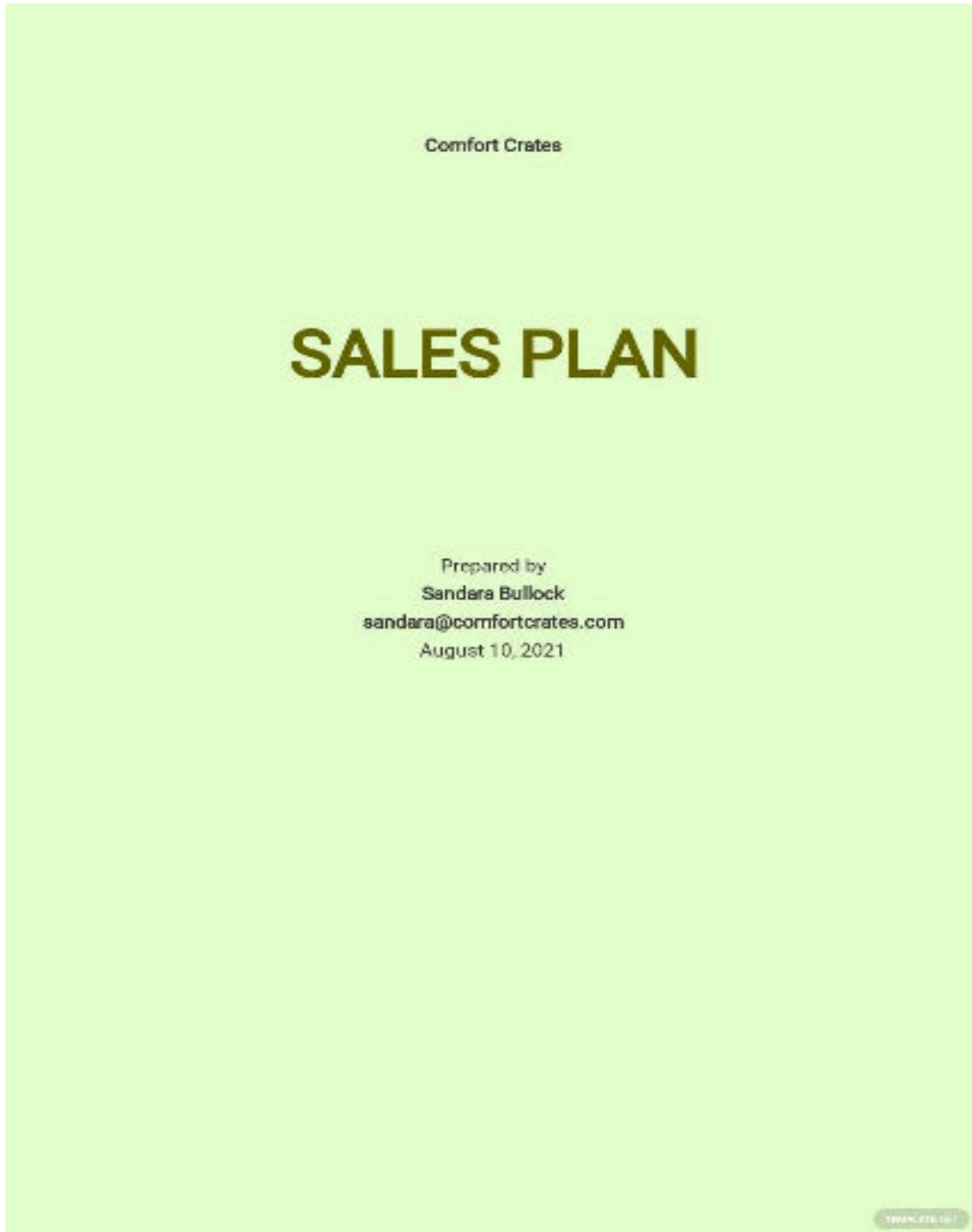
Lyric Marquez

lyric@kissescosmetics.com

January 09, 2024

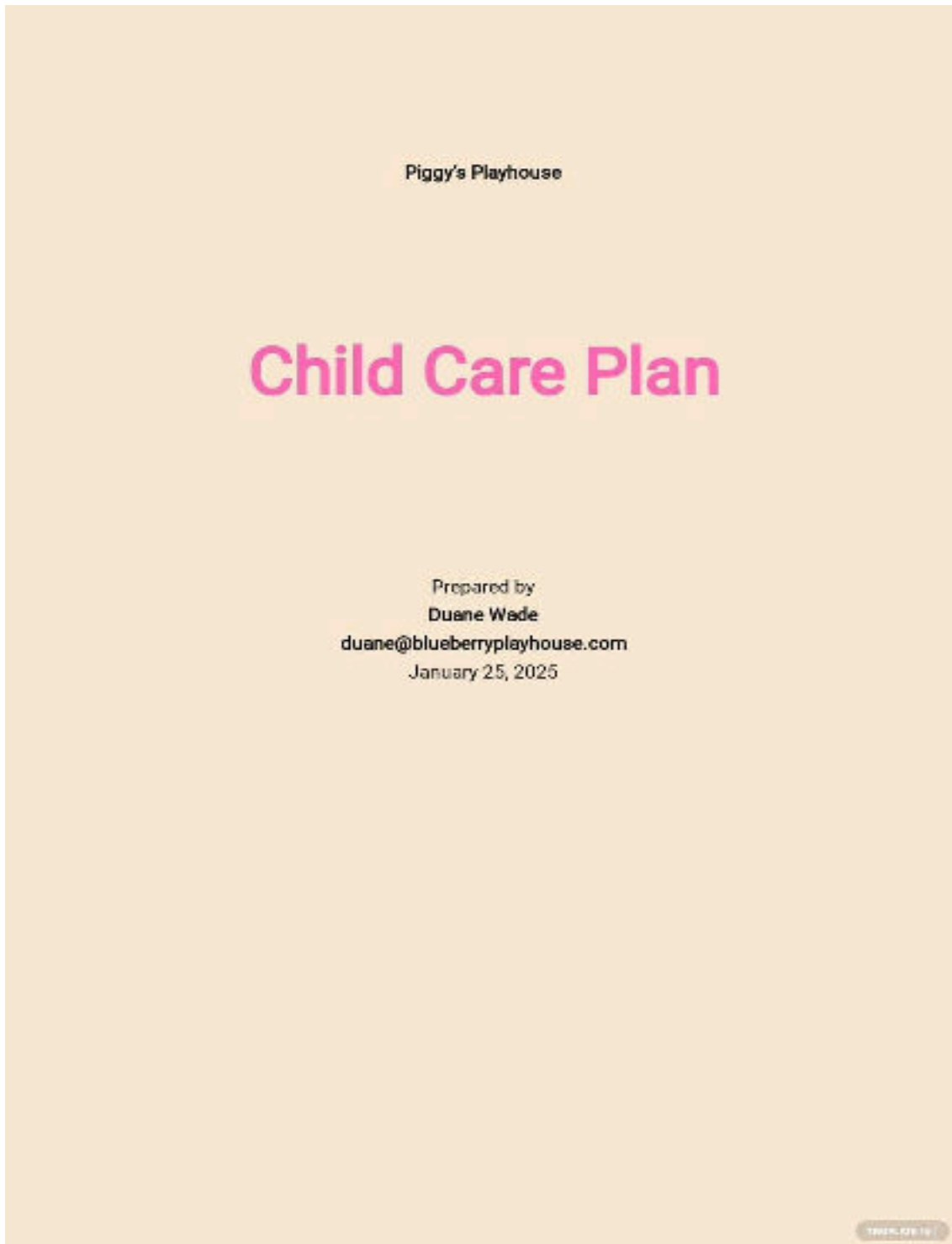
25. Sales Plan Sample

If you want to boost your sales and lead generation, you better make a [sales plan](#). It lays out your company's sales goals and methods, and the measures you'll take to achieve them.



26. Care Plan Sample

One of the most significant functions or purposes of [care plans](#) is to guarantee that a person's care is consistent. That is why it is very much essential.



27. Transition Plan Sample

A [transition plan](#) is essential for every person. It is a set of activities that support a person's transition from work and independent living.

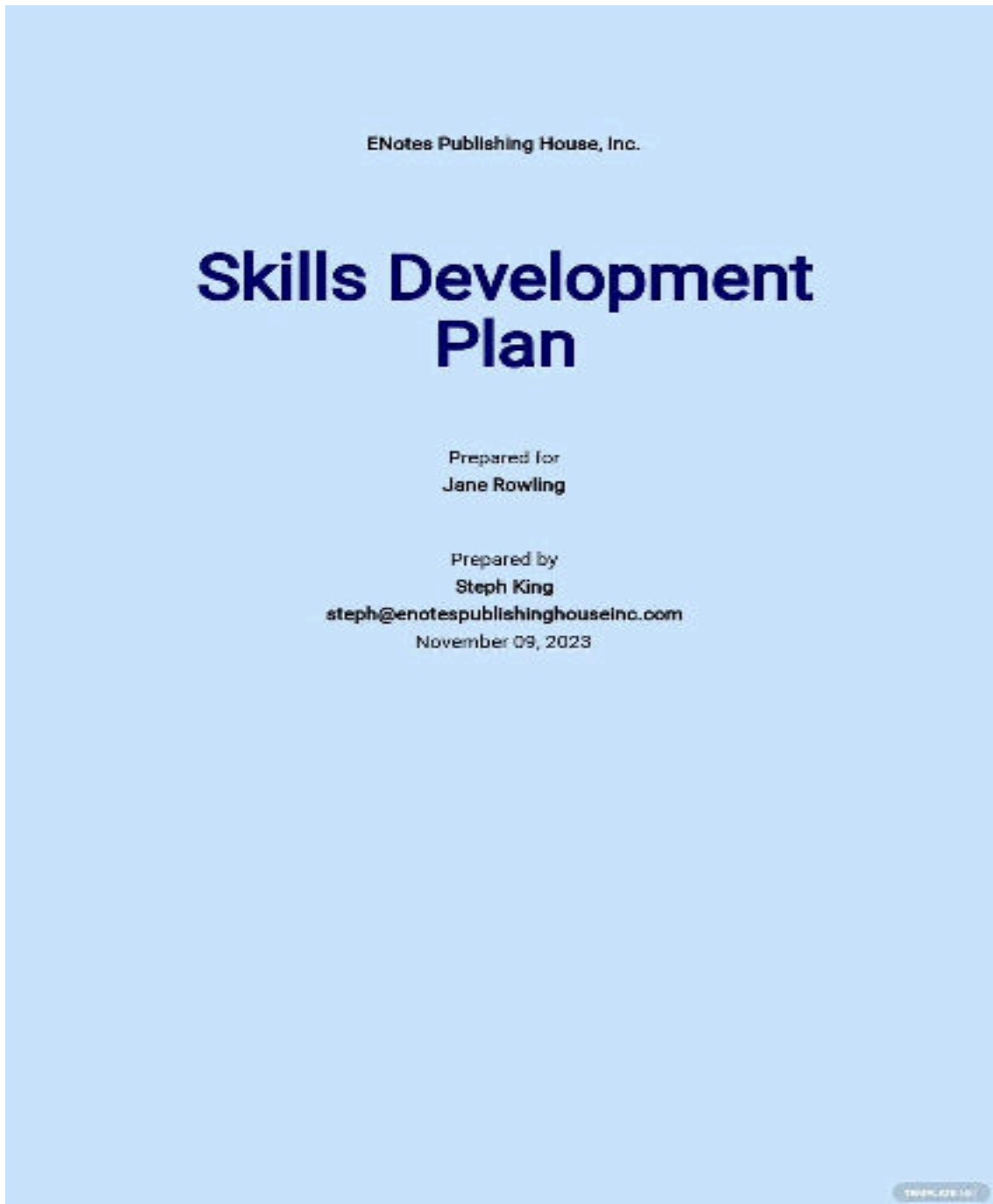
DARTMOUTH ADVERTISING

Transition Plan

Prepared by
Celine Perez
cperez@dartmouthadvert.com
June 2, 2023

28. Development Plan Sample

A [development plan](#) plays a vital role in every company. It's a tool that helps employees advance in their careers and personal lives. Its main function is to help employees achieve short and long-term career objectives and also improve present job performance.



29. Implementation Plan Sample

Before implementing any policies or tasks, you should have to plan them first. Creating an [implementation plan](#) can be quite beneficial since it gives a framework for defining the tasks or actions required to put each best practice into action.

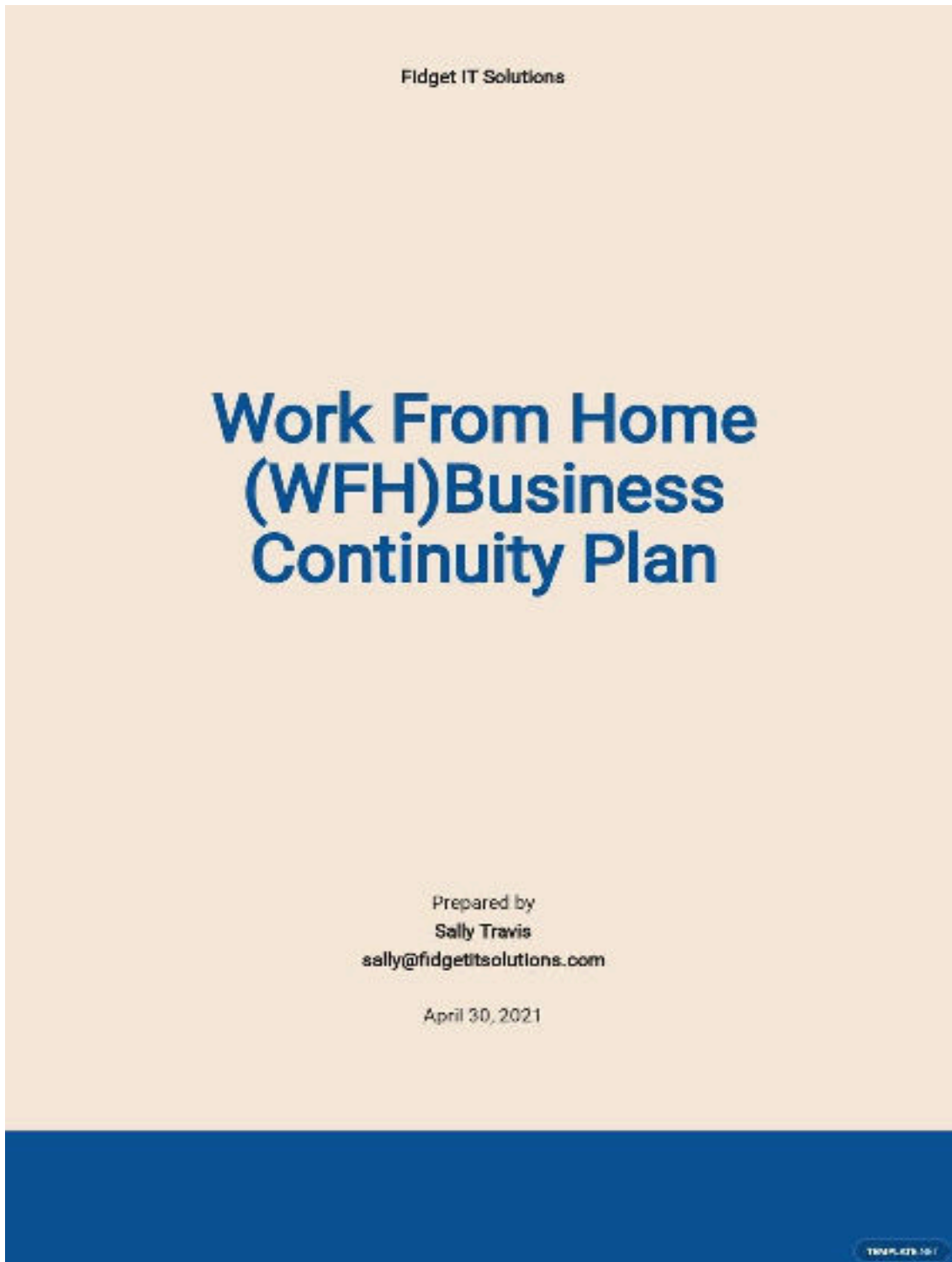
Witchsystems Corps.

Project Implementation Plan

Prepared by
Alexis Lopez
alexis@witchsystemscorps.com
July 21, 2040

30. Continuity Plan Sample

A [continuity plan](#) also plays a vital role in every business. Its goal is to protect workers and assets while also ensuring that they can function swiftly in the event of a crisis.



31. Safety Plan Sample

To ensure the safety of workers and other personnel, creating a [safety plan](#) can help you. It explains how to identify physical and health hazards that may endanger workers, how to prevent accidents, and what to do if an accident occurs.

Green Cave Constructions

Project Site Safety Plan

Prepared for

Manaba Homes Inc.

Prepared by

Barbara Rey

barbara@gccostructions.com

February 11, 2030

32. Test Plan Sample

Creating a test plan can help small or beginning businesses determine the work required to validate the quality of the application under test.



33. 30 60 90 Plan Sample

A [30 60 90 plan](#) can help newbies to set and meet their goals in a span of three months since it is a document used to set goals and strategize the first three months in a new job.

ConceptUality

30 60 90 Day Plan

Prepared by
Hans Samuel
hans@conceptuality.com
February 06, 2022

34. Quality Control Plan Sample

All companies want to provide quality services and products to their customers. That is, it is a great help to make a quality control plan.



35. Staff Training Plan Sample

Before training the staff, there should be preparations and planning. A [staff training plan](#) can also help them provide proper training and coaching.

Handy Verde Company

Staff Training and Development Plan

Prepared for
Ross Reeves

Prepared by
Thora Fuller
thora@hanverc.com

April 19, 2038

36. Operational Plan Sample

There are many things organization personnel may learn by creating an [operational plan](#) as it provides them with a clear image of their job and responsibilities together with the goals and objectives contained within the strategic plan.

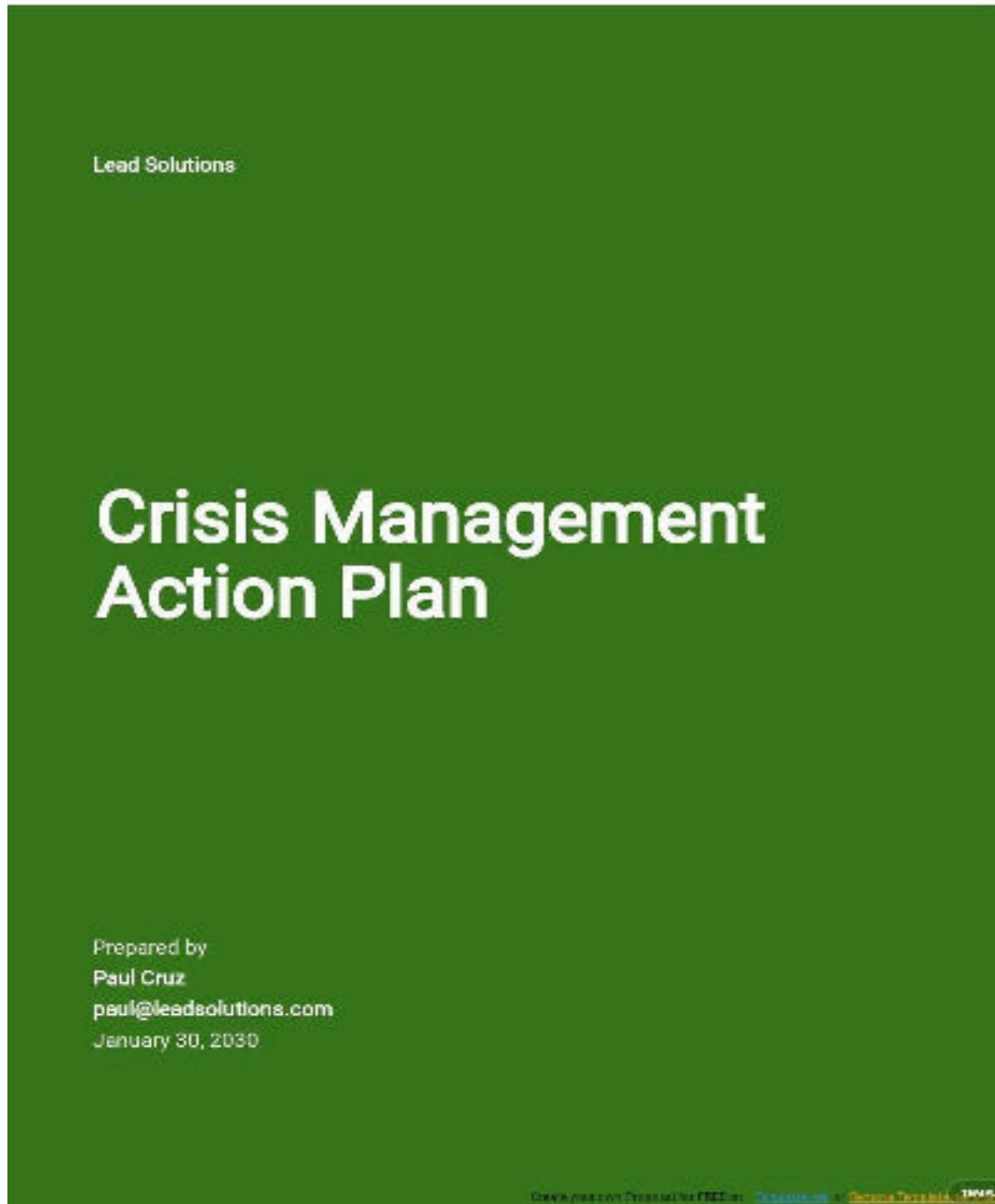
Quintero Industries

Operational Plan

Prepared by
a-wayne@quinto inquiry.com
a-wayne@quinto inquiry.com
March 01, 2025

37. Crisis Management Plan Sample

To ensure that you'll never experience such a crisis or even reduce some, you should make a [crisis management plan](#). It is designed to help companies and management to recover from the effects of a crisis efficiently and effectively.



38. Operations Management Plan Sample

Companies benefit greatly from creating an operations management plan because it allows them to maximize efficiency while producing goods and services that successfully meet client expectations.

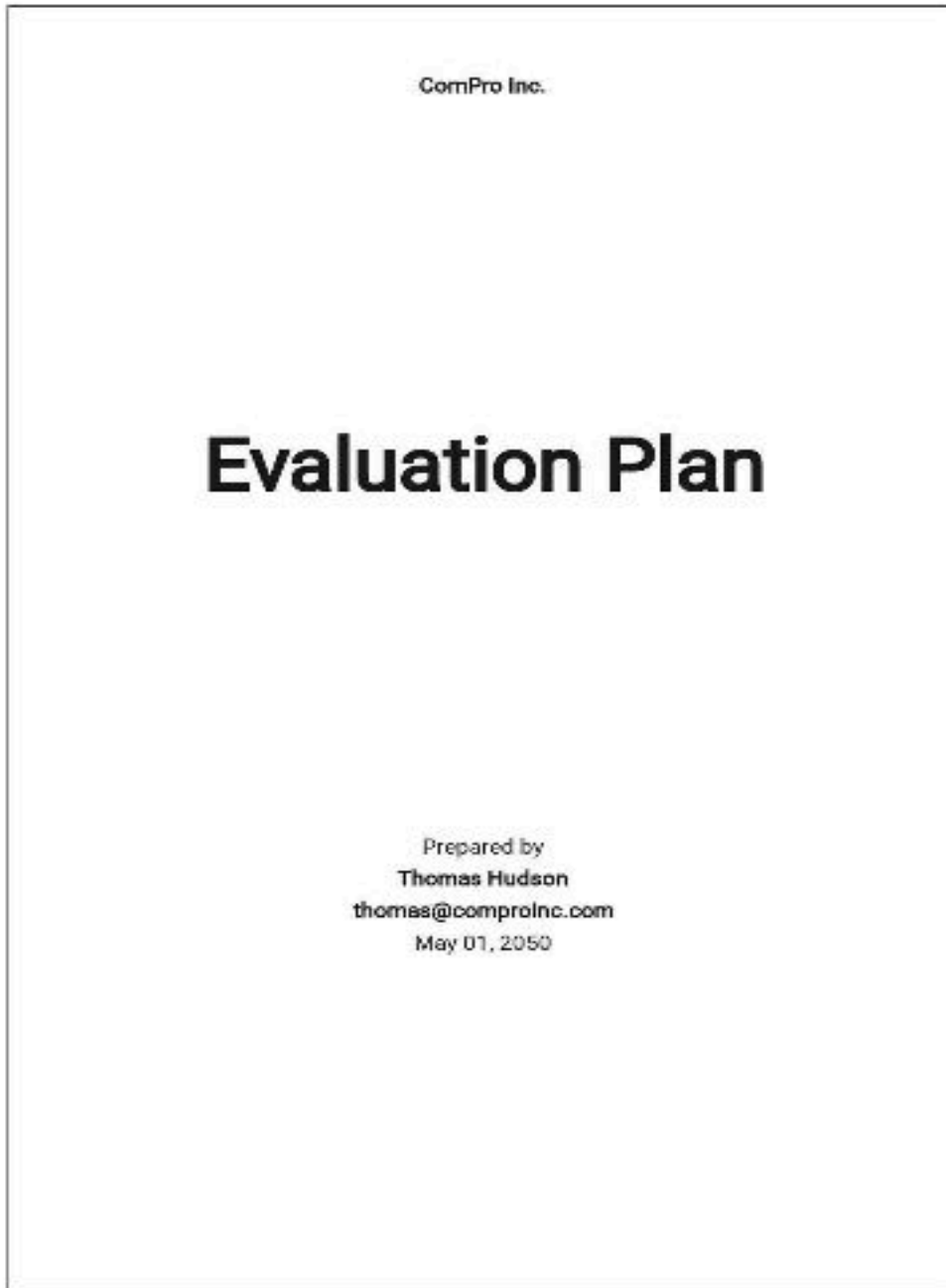
Blinklist Systems

Security Operations Management Plan

Prepared by
Madeline Swoon
madelineswoon@blinklistsystems.com
April 20, 2030

39. Evaluation Plan Sample

If you have no idea how to monitor your company or employees, the best thing to do is to create an [evaluation plan](#). It explains how you plan to monitor and evaluate your organization, as well as how you plan to use assessment results to enhance your company and make decisions.



40. Assessment Plan Sample

An [assessment plan](#) is quite similar to an evaluation plan. It helps you monitor and evaluate everything that is happening within your organization.

Vortex Construction

Quality Assessment Plan

Prepared by
Jamal Khan
jamal@vc.com

February 14, 2030

41. Behavior Modification Plan Sample

A [behavior modification plan](#) is also an important document that you need to know. It helps you or your child who struggles with their behavior. Behavior modification is a technique for replacing undesirable behaviors with desired ones.

Fallen Rock Medical Center

Behavior Modification Treatment Plan

Prepared for

Dustin Couch

Prepared by

Jacqueline Jackson

jjackson@fallenrockmedicalcenter.com

November 04, 2024

42. Employee Compensation Plan Sample

Having an [employee compensation plan](#) can help you determine how much compensation your employees deserve. You can also identify what kind of compensation suits them well.

Beauté Organix

Employee Compensation Plan

Prepared by
Marie Mano
marie@beauteorganix.com
December 1, 2023

43. Data Analysis Plan Sample

A [data analysis plan](#) plays a vital role in every business. It's a crucial step in ensuring that you collect all of the information you require and that you put it to good use.

PNX Inc.

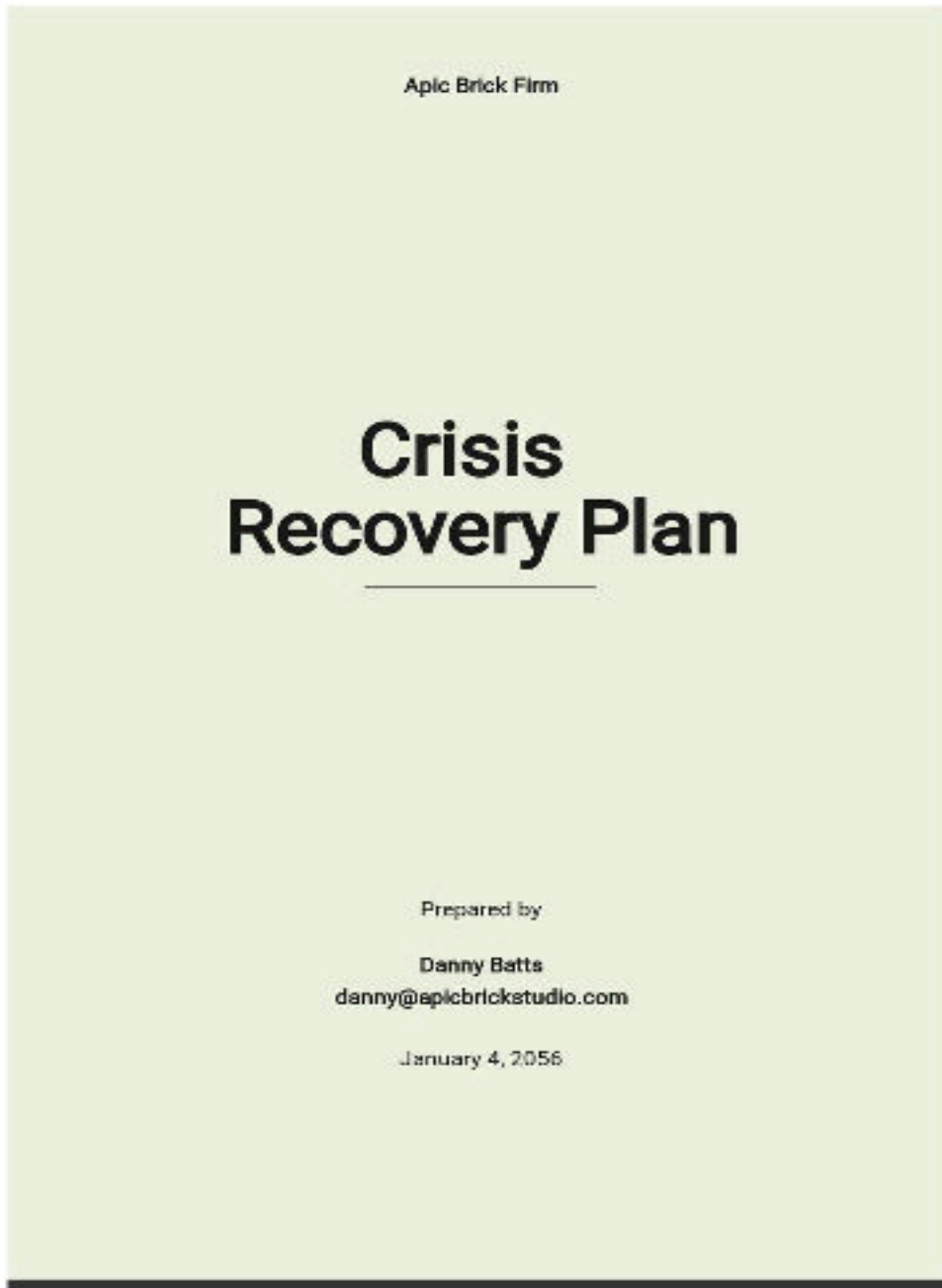
Qualitative Data Analysis Plan

Prepared by
Ronald Fabray
ronald@pnxinc.com

March 10, 2030

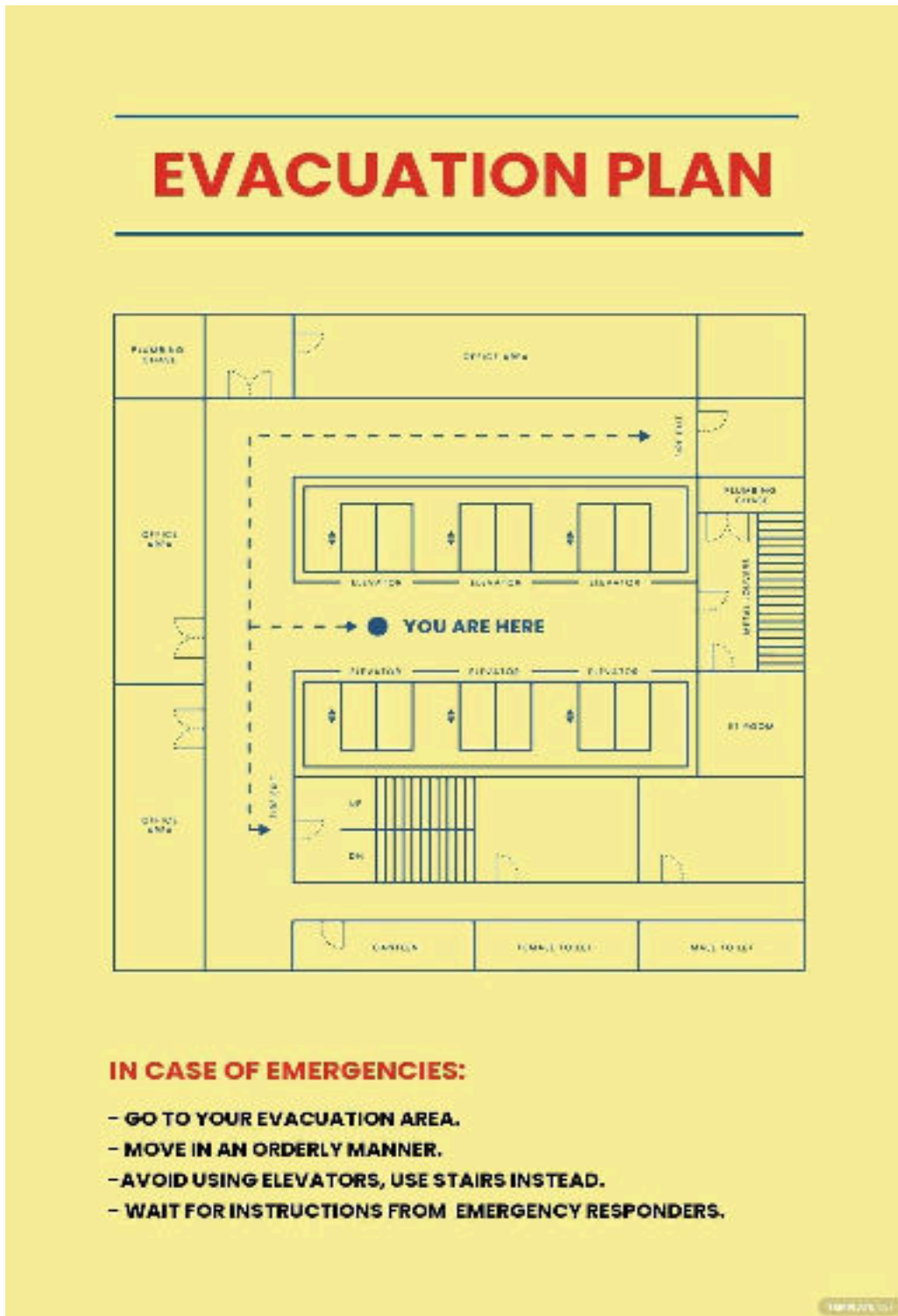
44. Recovery Plan Sample

Disasters may strike any time of the day that could cause a mess in your company. That is why it is important to have a recovery plan to help your company recover as quickly as possible.



45. Evacuation Plan Sample

If ever there are disasters and other phenomena that may arise, having an [evacuation plan](#) can help you and your employees. It tells employees where the exact place to go.



IN CASE OF EMERGENCIES:

- GO TO YOUR EVACUATION AREA.
- MOVE IN AN ORDERLY MANNER.
- AVOID USING ELEVATORS, USE STAIRS INSTEAD.
- WAIT FOR INSTRUCTIONS FROM EMERGENCY RESPONDERS.

46. Pandemic Plan Sample

As we are facing a disastrous virus today, a pandemic plan can help you and your employees be aware of how to deal with such a situation and you can provide them easily some of the essential services they need.

Bentley Manufacturing

WORKPLACE PANDEMIC PLAN

Prepared for

Clyde Wilson

Prepared by

Norman Bridgers

norman@bentleymanufacturing.com

January 03, 2020

47. Brand Plan Sample

Advertising your brand takes a lot of effort. You should make a detailed [brand plan](#) to know what are your goals and what strategies you should do to achieve them.



48. Promotion Plan Sample

If you want to promote your business, you also have to create a [promotion plan](#) just like the brand plan. It can help you set your goals and know the right strategy to catch your customers' attention.



49. Campaign Plan Sample

To generate your lead and sales, creating a [campaign plan](#) can help you a lot. Its goal is to engage people, and it usually focuses on content marketing and an integrated media strategy.

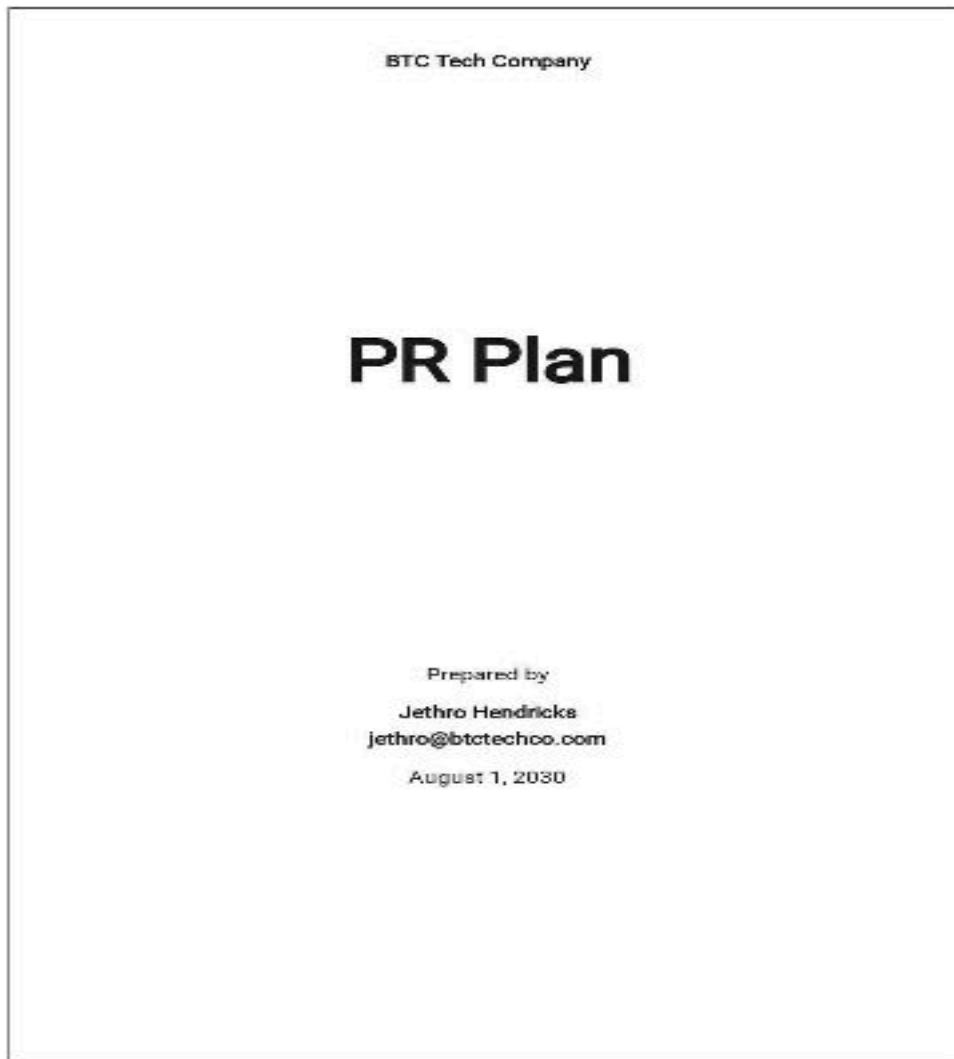
Hedgehog Fashion Company

Brand Campaign Plan

Prepared by
Katie T. Foster
katie@hedgehogfashion.com
September 11, 2050

50. PR Plan Sample

To manage your company's public reception, you should make a [PR plan](#). It helps you meet the needs of your customers by determining who your intended audience is, how to approach them, and resolving the issue.



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PLAN FORMAT

In reality, almost every plan type or variation will have its own unique format. There are even those that follow a specific format depending on the company. However, all of them still contain common elements in their format. Scroll down and let's get started with the first of these frequent elements.

1. Cover or Title Page

To start things off, a plan should have a cover or title page. It serves as an indication about what kind of plan and what the audience expects about it. This page contains all the necessary details, including the brand name, title, names, and date.

2. Mission and Vision Statement

It should also contain the mission and vision statement of a company. These statements can effectively communicate a company's intentions and drive their team or business to attain a compelling future vision.

3. Goals and Objectives

Aside from that, it should have goals and objectives. A plan without a goal is similar to living a life without a soul. While a plan describes the means and methods for allocating scarce resources to meet stated aims, goals are the ultimate targets, and achieving them guarantees that plans succeed.

4. Marketing Strategy

Most plans have a marketing strategy. It is critical to any company's success. Companies tend to lack concentration if without a marketing strategy.

5. Operations

Aside from marketing strategies, a plan should also contain a list of operations. It is where the members of the board know what kind of strategy or operation they will need to do to achieve the goals of the company.

6. Financial Forecasts

Financial forecasts are essential in every type of plan as they will determine how much money or budget a company may need to achieve its goals. That is why it should be included in a plan.

7. Appendices

Appendices are required for reports that rely on external sources for information. This prevents the person preparing the plan from claiming ownership of the information.

General FAQs

What is a plan?

A plan is a precise strategy or proposal for doing or accomplishing anything.

What is the purpose of a plan?

Management can use planning to look into the future and find appropriate alternative courses of action. Planning assists management in gaining a clear picture of the future and formulating an appropriate action plan.

Why is planning important?

Planning helps rigorously in analyzing the goal to see if it is achievable. It also helps in decision-making and enables the establishment to set a timeline by predicting when the organization will reach its objective.

Is a business plan worth it?

Potential investors and sponsors want to see your business ideas lead to possible set out in hard facts and figures. The best and, in most cases, the only appropriate way to give this information is through a business plan.

What are the main types of planning?

There are many types of plans. A few of them are the following:

- Operational planning
- Strategic planning
- Tactical planning
- Continuity planning