

**Structure of Yearly Plan of Operations**  
**(For the year ended -----)**

1. Introduction and Brief of the Bank
2. Goals & objectives
3. Annual Progress Report on the project (To be submitted at the end of financial year)
4. Audited Reports of the Project Account (To be submitted at the end of financial year)
5. Plan of Operations for the period

S.No.	Proposed Activities	Time lines for each activity (on Quarterly Basis)	Rationale	Outcome	Impact
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6. Expenditure Report / Fund Release Request and Projections:

Activity	Original Budgeted Amount	Total Expenses up to the last period	Expenditure made during the year	Total Expenses	Budget shifted as activity shifted	Budget Variance	Remarks on Variance	Next Period Requirement including shifted	
								Number of Activities	Amount
1	2	3	4	5	6	7	8	9	10

7. Conclusion