

OPERATIONS Canvas

By For the ♡ of SYSTEMS

OPERATIONS Canvas By For the Love of SYSTEMS

Welcome to the For the Love of Systems Operations Canvas!

This worksheet is an analog version of our Operations Canvas spreadsheet, a propreitary tool we've created to organize all of the important operations details that often fall through the cracks small and medium-sized organizations.

Today, you'll handwrite a few categories to start getting details out of your brain. Eventually, you'll want to migrate these details to an Operations Canvas spreadsheet, which you can download using the QR code or URL.

Once you've completed the spreadsheet, you'll have a tool you can use to streamline things like hiring decisions, role realignment, employee onboarding, and tracking which processes are automated (or which ones are candidates for automation). This spreadsheet also makes a great input for AI tools when you need help with analysis and decision-making.

We hope you enjoy using it! If you have any questions or feedback, please email us at hello@fortheloveofsystems.com.

BIT.LY/OPS-CANVAS-TOOL

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BUSINESS FOUNDATIONS (PART 1)

FOUNDATION ELEMENT	YOUR ANSWER
MISSION:	
VISION:	
VALUES:	
IDEAL CLIENT:	
SERVICES:	

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BUSINESS FOUNDATIONS (PART 2)

FOUNDATION ELEMENT	YOUR ANSWER
BUSINESS BOUNDARIES:	
SHORT-TERM GOALS (<1 YEAR):	
LONG-TERM GOALS (>3 YEARS):	

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CULTURE

CULTURAL TENET	EXPLANATION

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STANDARDS

ORGANIZATIONAL STANDARD	EXPLANATION

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SOFTWARE EXPENSES

SOFTWARE	SUBSCRIPTION LEVEL	PURPOSE	PAYMENT METHOD	RENEWAL DATE	ANNUAL, MONTHLY, INTERMITTENT, OTHER?

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MEMBERSHIPS & INSURANCES

MEMEBRSHIPS & INSURANCES	YEAR ESTABLISHED	BENEFITS	PAYMENT METHOD	RENEWAL DATE	ANNUAL, MONTHLY, INTERMITTENT, OTHER?

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FUNCTIONS

FUNCTION	COMMON BUSINESS FUNCTIONS
	• Accounting/Finance • Sales • Marketing • Operations • Human Resources • Facilities & Maintenance • Security • Dining Services • Life Enrichment & Activities • Housekeeping & Laundry • Communications • Care & Resident Services • Admin • Legal/Compliance • Business Development

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PROCESSES

FUNCTION: _____

PROCESS	ACTIVITY	DECISION OR ACTION?	SOMEONE ELSE?	
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PROCESSES

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PROCESSES

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