Performance Management Confirmation – Sample Application and Implementation Timeline

Confirmation Process Action Steps	YEAR 1	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month9	Month 10	Month 11	Month 12
Organizational Readiness		•Secure Executive Commitment •Form PMC Team •Conduct: Readiness Assessment, Employee Confidence survey, Gap Analysis •Develop Action Plans •Complete Preliminary Application											
PDP Implementation – Supervisors		Complete PDP plans (Parts 1, 2, 3)					Complete Interim Evaluations (Part 4)						
PDP Implementation – Team					Develop model PDP's			Audit interim evaluations					
Model Incentive Program (PIP)					• Develop and test criteria • Develop roles and policies • Determine funding • Develop monitoring plan			•Test evaluations to criteria and revise as needed •Update and provide feedback to supervisors as needed					
Deliverable		Submit Preliminary Application			Submit 1st Interim Report				Submit 2nd Interim Report				Complete PDP training
DOP Action		•Review Preliminary Application •Conduct Director-to-Director meeting •Provide approval to move forward			•Review report •Provide feedback				•Review report •Provide feedback				

Performance Management Confirmation – Sample Application and Implementation Timeline

Confirmation Process Action Steps	YEAR 2	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month9	Month 10	Month 11	Month 12
Organizational Readiness					Conduct 2nd Employee Confidence Survey								
PDP Implementation – Supervisors			•Submit prior year evaluations (Part 5) •Complete new plans (Parts 1, 2, 3)					Complete Interim evaluations (Part 4)					
PDP Implementation – Team				•Audit new plans •Test evaluations against criteria									
Model Incentive Program (PIP)													
Communication & Training								• Complete PIP training curriculum • Complete Communication Plan					Complete PIP training
Deliverable						Submit 3rd Interim Report		Submit final application		Present application			
DOP Action						•Review report •Provide feedback		•Review final application •Conduct DOP/CRG Pre-presentation •Schedule presenation		DOP Director decision			

Performance Management Confirmation – Sample Application and Implementation Timeline

Confirmation Process Action Steps	YEAR 3	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month9	Month 10	Month 11	Month 12
Organizational Readiness					Conduct Post-Award Employee Survey (Annual)								
PDP Implementation – Supervisors			•Submit prior year evaluations (Part 5) •Complete new plans (Parts 1, 2, 3) •Complete nominations					Complete Interim evaluations (Part 4)					
PDP Implementation – Team													
Model Incentive Program (PIP)				• Review nominations • Issue awards									
Communication & Training										Revise training curriculum as needed			Complete PDP/PIP training
Deliverable								Submit monitoring report (Annual)					
DOP Action									•Review report •Provide feedback				