Tech Nova

PERFORMANCE IMPROVEMENT PLAN

Employee Name	Eslam Abdelkareem
Position	IT Manager
Department	Information Technology
Manager Name	Hassan Farid
Date of Issue	01/01/2025
PIP Duration	4 weeks
Review Dates	Initial Review: 08/01/2025 Mid-Term Review: 16/01/2025 Final Review: 30/01/2025

Performance Issues	
Area of Concern	Details/Examples
Team Supervision	Team performance not being tracked effectively.
IT Strategy	Lack of alignment between IT plans and business goals.
Project Delivery	Missed deadlines and scope creep in IT projects.
Vendor Management	Delays in software/hardware procurement.
Communication	Infrequent updates to leadership on project status.

Improvement Goals & Action Plan	
Improvement Area	Goal
Team Supervision	Implement a performance dashboard for team tracking.
IT Strategy	Align IT strategy with quarterly business goals.
Project Delivery	Deliver projects on time and within scope.
Vendor Management	Reduce procurement turnaround time by 20%.
Communication	Send bi-weekly updates to executive team.