

# PERFORMANCE IMPROVEMENT PLAN

Employee Name	Yousef Salah
Position	Cost Section Head
Department	Finance
Manager Name	Nourhan El Sayed
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
Cost Reporting	Inaccuracies in monthly cost reports.
Budgeting	Ineffective allocation of departmental budgets.
Variance Analysis	Delayed variance explanations.
Forecasting	Forecasts often deviate significantly from actuals.
Team Coordination	Lack of task delegation and follow-up.

Improvement Goals & Action Plan	
Improvement Area	Goal
Cost Reporting	Achieve 100% accuracy in monthly reports.
Budgeting	Create more granular budget allocation templates.
Variance Analysis	Submit variance analyses within 3 days post-close.
Forecasting	Improve forecasting accuracy by 15%.
Team Coordination	Conduct weekly progress reviews with team.