**个人工作计划表**

□ 月度 □ 季度 □ 年度 计划期间： 年 月 日 至 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 被考核人姓名： | | | 工号： | | | | 部门： | | | | 职位： | | | 直接上级： | | | | | |
| 工作计划内容 | | | | | | | | | | | | | | | | | | | |
| 工作项目 | | | | | 分值 | 采取  措施 | | | | | | 所需  资源 | | | | | 完成  时间 | | |
| KRA | 工作任务或  工作目标 | | KPI | |
| 起 | | 止 |
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| 其他 |  | |  | |  |  | | | | | |  | | | | |  | |  |
| 绩效改进点 |  | |  | |  |  | | | | | |  | | | | |  | |  |
|  | |  | |  |  | | | | | |  | | | | |  | |  |
| 员工签名： | | | | | | | | | 直接上级签名： | | | | | | | | | | |
| 执行过程中的修改与调整 | | | | | | | | | | | | | | | | | | | |
| 调整  类别 | 所调整  的KRA | 所调整工作  任务或目标 | | KPI | | | | 衡量  标准 | | | | | | | | 完成  时间 | | | 权重的调整 |
| 起 | | 止 |
| 修改 |  |  | |  | | | |  | |  | | |  | |  |  | |  |  |
| 增加 |  |  | |  | | | |  | |  | | |  | |  |  | |  |  |
| 删除 |  |  | |  | | | |  | |  | | |  | |  |  | |  |  |
| 调整  确认 | 员工签字与说明： | | | | | | | | | 上级签字与说明： | | | | | | | | | |