

PERFORMANCE IMPROVEMENT PLAN TEMPLATE

Summit Digital Solutions, Inc.

Last Updated: January 9, 2024

Document ID: HR-PIP-2024-01

1. PURPOSE AND SCOPE

1. This Performance Improvement Plan ("PIP") template establishes the standard framework for documenting, implementing, and monitoring employee performance improvement initiatives at Summit Digital Solutions, Inc. (the "Company").

2. This document serves as a formal mechanism to:

- a) Clearly communicate performance deficiencies
- b) Establish measurable improvement objectives
- c) Define specific success criteria
- d) Document support resources and timeline
- e) Track progress toward performance goals

2. EMPLOYEE INFORMATION

Employee Name: _

Employee ID:

Position: _

Department:

Direct Supervisor:

PIP Start Date:

PIP End Date: _

3. PERFORMANCE CONCERNS

1. Areas Requiring Improvement:

- Specific performance issues
- Behavioral concerns
- Skills gaps

- Project delivery metrics
- Client satisfaction metrics
- Technical competency requirements

2. Supporting Documentation:

- Previous performance reviews
- Client feedback
- Project outcomes
- Technical assessments
- Peer feedback
- Quantitative metrics

4. IMPROVEMENT OBJECTIVES

1. Technical Performance Goals:

- [Specific objective]
- Measurement criteria
- Timeline for completion
- Success indicators

2. Project Delivery Goals:

- [Specific objective]
- Measurement criteria
- Timeline for completion
- Success indicators

3. Professional Development Goals:

- [Specific objective]
- Measurement criteria
- Timeline for completion
- Success indicators

5. SUPPORT AND RESOURCES

1. The Company commits to providing the following resources:

- Technical training programs
- Mentorship opportunities
- Project management tools
- Skills development workshops
- Regular feedback sessions
- Access to learning platforms

2. Timeline for Resource Deployment:

- Week 1: [Specific actions]
- Week 2: [Specific actions]
- Week 3: [Specific actions]
- Week 4: [Specific actions]

6. PROGRESS MONITORING

1. Weekly Check-ins:

- Date/time: _____
- Format: _____
- Required attendees: _____
- Documentation method: _____

2. Progress Review Schedule:

- 30-day review: [Date]
- 60-day review: [Date]
- 90-day review: [Date]

7. SUCCESS CRITERIA

1. The PIP will be considered successfully completed when:

- All specified performance objectives are met
- Sustained improvement is demonstrated
- Quality metrics achieve target levels
- Client satisfaction meets requirements

- Technical competencies reach required levels

2. Measurement Methods:

- Quantitative metrics
- Qualitative assessments
- Client feedback
- Peer reviews
- Technical evaluations

8. CONSEQUENCES

1. Successful Completion:

- Return to regular performance management
- Documentation of improvement
- Recognition of achievement
- Removal from PIP status

2. Unsuccessful Completion:

- Additional performance management measures
- Potential role adjustment
- Possible termination of employment
- Documentation of outcomes

9. ACKNOWLEDGMENT

By signing below, all parties acknowledge their understanding and acceptance of this Performance Improvement Plan:

Employee: _ Date:

Supervisor: Date:

HR Representative: _ Date:

10. LEGAL DISCLAIMERS

1. This Performance Improvement Plan does not modify the at-will employment relationship between

Summit Digital Solutions, Inc. and the employee.

2. The Company reserves the right to modify this plan as necessary based on business needs and performance progress.

3. All information contained within this document is confidential and proprietary to Summit Digital Solutions, Inc.

11. DOCUMENT CONTROL

Version: 2.1

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