

Performance Development Plan (PDP) Implementation Action Plan

Employee Name: John Sanns

Position: System Analyst

Department: Internal Systems

PDP Period: February 2024 - May 2024

Goal:

To successfully implement the identified performance and developmental goals outlined in John Sanns's PDP.

Actions:

1. Training and Workshop Attendance:

- **Objective:** Attend scheduled training sessions and workshops to acquire necessary skills and knowledge.
- **Responsible Party:** John Sanns
- **Timeline:**
 - Time Management Workshop: February 20, 2024
 - Leadership Training: February 22, 2024
 - Presentation Skills Course: February 28, 2024
- **Progress Tracking:** Attendance sheets and certificates of completion.

2. Implementing New Tools and Processes:

- **Objective:** Introduce project management software and implement weekly team meetings.
- **Responsible Party:** John Sanns
- **Timeline:**
 - Project management software implementation: February 12, 2024
 - Initiate weekly team meetings: February 12, 2024
- **Progress Tracking:** Usage reports for project management software, meeting agendas, and attendance records for team meetings.

3. Review and Update Team Policies:

- **Objective:** Review existing team policies and update them to ensure compliance with company standards.
- **Responsible Party:** John Sanns
- **Timeline:** February 16, 2024

- **Progress Tracking:** Documented policy revisions and approval from relevant stakeholders.

4. Regular Performance Discussions:

- **Objective:** Conduct bi-weekly performance discussions to review progress and provide feedback.
- **Responsible Party:** John Sanns, Direct Supervisor
- **Timeline:** Starting February 14, 2024 and continuing every two weeks thereafter.
- **Progress Tracking:** Meeting minutes documenting discussions, feedback provided, and any adjustments to the PDP.

Evaluation and Review:

- **Responsible Party:** John Sanns, Direct Supervisor, HR Manager
- **Timeline:**
 - Initial review: After completion of the first training session (February 20, 2024)
 - Ongoing review: Every two weeks during performance discussions
 - Final review: End of PDP period (May 2024)
- **Progress Tracking:** Review of progress against set goals, feedback from performance discussions, and any adjustments made to the action plan.

Feedback and Adjustments:

- **Objective:** Gather feedback from John Sanns, Direct Supervisor, and HR Manager to assess the effectiveness of the implemented actions and make any necessary adjustments.
- **Responsible Party:** John Sanns, Direct Supervisor, HR Manager
- **Timeline:**
 - Continuous throughout the PDP period
 - Formal feedback sessions scheduled as needed based on progress and challenges encountered.
- **Progress Tracking:** Documented feedback sessions, adjustments made to the action plan, and any revisions to the PDP.