

## Guide to PPP (Personal Performance Plan) For Partners and Directors Thailand/Myanmar/Laos

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**Personal Performance Plan (PPP) is a part of Partner Evaluation System (PES) which supports Goal setting process for Partners and Directors.**

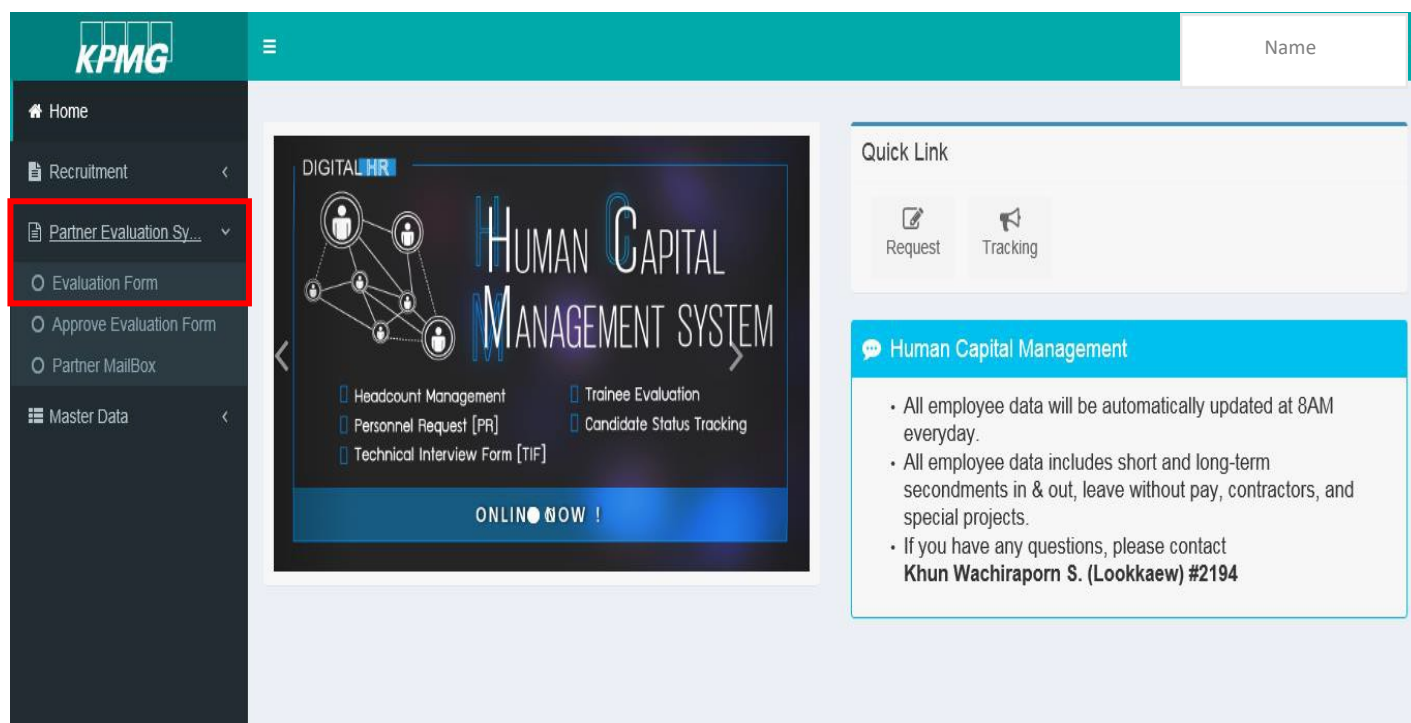
**PPP allows you to ;**

- Create Personal Performance Plan and submit form online to BU Head/Group Head/ Practice Head and CEO for approval respectively.
- View your annual Practice's Business Plan in the "Reference box"
- Track and monitor submission/approval status online

### How to work with PPP

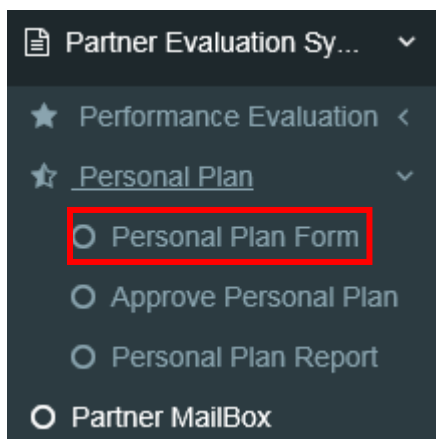
#### 1. Access your Personal Performance Plan via "PES"


- You can access PES from Human Capital Management System (HCM) database at Thailand Portal or by clicking at this [link](#).
- Go to Menu bar and click "**Partner Evaluation System**"







## 2. Create your Personal Performance Plan (PPP)

- Select “Personal Plan Form” from the menu bar



- Choose year “2019” and click “Search” button, your Personal Plan form will appear in the list. Click at  to load your form.

The screenshot shows the 'Partner/Director Personal Plan Form' search results page. The 'FY Year' dropdown is set to '2019' and is highlighted with a red rectangle. The 'Search' button is visible. The search results table shows four entries for 2019.

Edit	Emp No.	FY Year	Status	Created Date
	00001803 : Chortip Varutbangkul	2019	Draft Plan	26-Sep-2018 14:39:55
	00002664 : Christopher Saunders	2019	Draft Plan	26-Sep-2018 14:39:55
	00014451 : Chun-I Chang	2019	Draft Plan	26-Sep-2018 14:39:55
	00001445 : Charoen Phosamritlert	2019	Waiting for Planning Approval	26-Sep-2018 13:59:59

## 3. To Complete your PPP

- Please read the instructions carefully before completing the form.
- The business plan for your Practice is available for reference at the **“Reference box”**. **Please make sure your goals are in line with your Practice’s business plan.**
- Once completing the form, click **“Submit”** to send the form to your approver for further approval. (The system will automatically route your form to your BU Head/Group Head/Practice Head and CEO respectively).

- Click **"Save Draft"** to complete the form later.
- After clicking "Submit" form, an email notification will be sent to the next approver.
- Once the final approval process has been done, an email notification will be sent to the partner/director.

#### **4. To Approve the PPP Form (For BU Head/Group Head/Practice Head/ CEO only)**

- Go to Menu, Select **"Approve Personal Plan"**, the partners and directors' PPP form in your BU/Group will appear in the list, select the form to review and approve before submit to the next approver.
- You can ask the partner/director to revise the form by clicking at **"Revise"** button.

#### **PES Hotline:**

- Technical Problems : Contact Khun Darunee (IT) at ext. 2026 or Teeraphon (IT) at ext. 2033
  - Questions on the Form: Contact CEO Office, Khun Sithakarn ext. 2960
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