

## Guide to FY2020 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.**

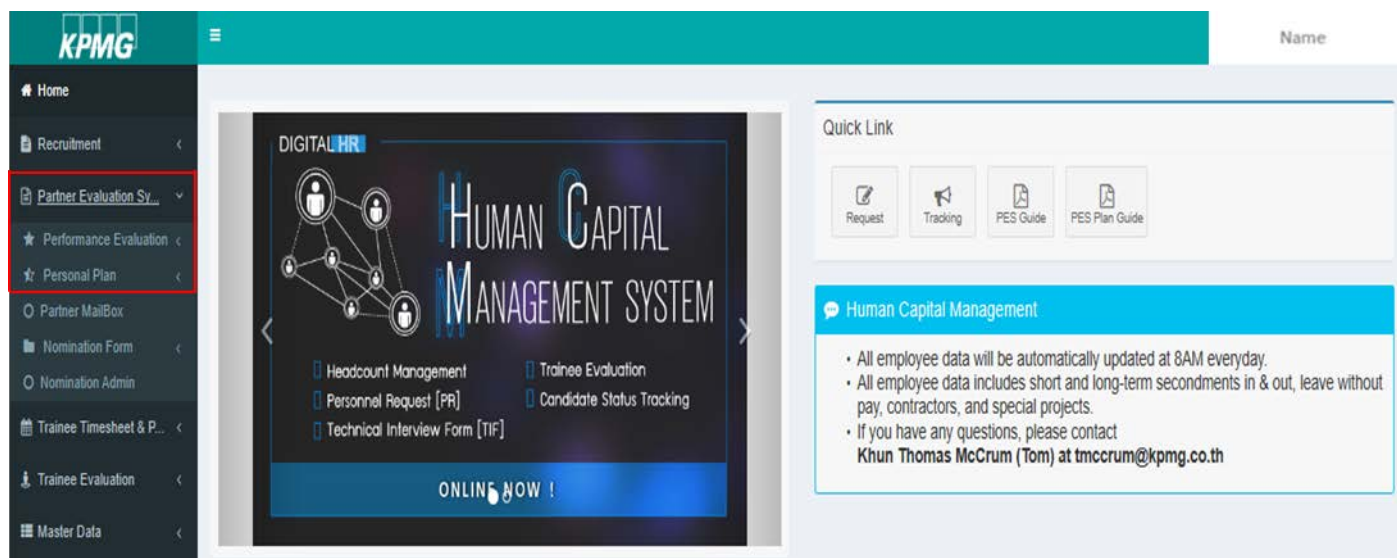
**PPP allows you to ;**

- Create Personal Performance Plan and submit form online to 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

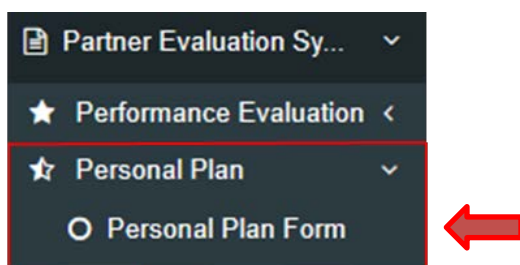
#### 1. Access your Personal Performance Plan via "PES"


- 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 "2020" and click "Search" button, your Personal Plan form will appear in the list. Click at  to load your form.

A screenshot of the 'Partner/Director Personal Plan Form' search results page. The page has a dark sidebar on the left with a menu. The main content area has a header 'Partner/Director Personal Plan Form' and a search filter 'FY Year: 2020' with a dropdown arrow. Below the filter is a 'Search' button. The search results are displayed in a table with columns: Edit, Emp No., FY Year, Status, Rank, UnitGroup, Created Date, and Update Date. The table contains five rows of data for employees in 2020, all with a status of 'Draft Plan'.

Edit	Emp No.	FY Year	Status	Rank	UnitGroup	Created Date	Update Date
	00002021 : Abhisit Pinmaneeekul	2020	Draft Plan	PTR	TP & Trade	08-Aug-2019 18:22:02	04-Sep-2019 15:20:19
	00001426 : Aorapin Sinthawornkul	2020	Draft Plan	DI	Audit G5	03-Sep-2019 16:14:49	03-Sep-2019 16:14:49
	00001775 : Aree Gorpinpaitoon	2020	Draft Plan	ASSOC D	Audit G3	03-Sep-2019 16:14:49	03-Sep-2019 16:14:49
	00001491 : Attapom Pacharanan	2020	Draft Plan	PTR	T&L Advisory	03-Sep-2019 16:14:49	03-Sep-2019 16:14:49
	00006826 : Auaychai Sukawong	2020	Draft Plan	DI	T&L Advisory	03-Sep-2019 16:14:49	03-Sep-2019 16:14:49

## 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.**
- Please note on new section on **Stretch Development Goals**
- 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 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.

#### 4. To Approve the PPP Form (For 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. In case of revision of form, **an email notification will be sent to partner/director who created the form, so they can revise the form and re-submit for approval.**

#### PES Hotline:

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