

Performance Achievement Plan

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| Team Member Name: | Leader Name: | Date: |
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| PERFORMANCE TARGET | CURRENT PERFORMANCE |
|---|--|
| <ul style="list-style-type: none"> What is the expected key performance indicator (KPI)? What does success look like? | <ul style="list-style-type: none"> What is the current level of performance? How long has this been occurring? |
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| WHAT WILL BE ACHIEVED BY WHEN? | HOW WILL IT BE ACHIEVED? |
|--|--------------------------------------|
| <ul style="list-style-type: none"> Make it Specific, Measurable, Attainable, Relevant, and Time-Bound. | Daily Supporting Activities: |
| | Obstacles to Success: |
| | Plan for Overcoming Obstacles: |
| | Weekly Progress & Support Check-ins: |

| WHAT WILL HAPPEN WHEN PERFORMANCE IS ACHIEVED? | WHAT WILL HAPPEN IF PERFORMANCE IS NOT ACHIEVED? |
|---|---|
| <ul style="list-style-type: none"> Will there be continued support? Follow-up? | <ul style="list-style-type: none"> What will the outcome be? |
| | |

Team Member Signature: _____ **Date:** _____

Leader Signature: _____ **Date:** _____