



BUILDING A PERFORMANCE MANAGEMENT SYSTEM: THE CONSULTATION PROCESS

Step 1 – Conduct a Gap Analysis

- Where are you now?
- Where do you want to be?

Step 2 – Recommend an approach

Step 3 – Develop the system

- Process (including links to business planning)
- Forms
- Job Aids
- Procedures
- Training

Step 4 – Develop an implementation plan

- Timetable for training managers and employees
- Timetable for transitioning to new system