PERFORMANCE IMPORVEMENT PLAN FOR THE INTENT CE 1047

D.T3.2.3 TRANSLATION OF BENCHMARKING RESULTS
INTO PERFORMANCE IMPROVEMENT PLANS

Version 5

10 2020

Step 3 Performance Improvement Plan

Select one improvement point and fill out the provided Performance Improvement Plan (PIP) template.

Title of the PCCC dimension	*Select the relevant dimension of the PCCC model the dropdown menu* ***Please select***
Title of the Improvement Action	*Describe the title of the action in a few words*
Objective of the Improvement Action	*What is the objective of the action? Describe in maximum of 2-3 sentences.*
Scope of the Improvement Action	*Describe in no longer than two paragraphs the following:* • *What is the particular problem/challenge that you are trying to address?* • *What is the goal/desired result?* • *Who are the stakeholders involved?* • *What are the central topics that need to be addressed through action?*
Persons involved in the implementation of the Improvement Action	*Provide the names, title, and departments of the particular persons who will work on implementing the action.*
Resources needed to achieve the results (e.g. IT, personnel, equipment etc.)	*Describe in no longer than a paragraph the following:* • *In terms of personnel, what resources may be needed to reach the goals/desired results (involving current staff members, creating a new position etc.)?* • *What are the critical infrastructures/systems (facilities, IT infrastructure, equipment etc.) needed to implement the action?*
Start date of the Improvement Action	Year/Month/Date
End date of the Improvement Action	Year/Month/Date
MILESTONES	*Describe below the major milestones to reach the goals/desired results. You may add additional milestones or have fewer ones.*
Milestone 1 of the Improvement Action	*Description of Milestone 1*

	Start date	End date
	Year/Month/Date	Year/Month/Date
Milestone 2 of the Improvement Action	Description of Milestone 2	
	Start date	End date
	Year/Month/Date	Year/Month/Date
Milestone 3 of the Improvement Action	Description of Milestone 3	
	Start date	End date
	Year/Month/Date	Year/Month/Date
Internal evaluation date of the Improvement Action	Year/Month/Date	
Key performance indicators for the evaluation	Define KPIs	
Priority of the Improvement Action (High, Medium, Low)	Select the priority of the action from the dropdown menu Please select	