



### C4HCO Performance Management Fact Sheet - Timeline

What	When	How	Status/Notes
<b>Research and Information Gathering</b> Sr. Leader's feedback re: <ul style="list-style-type: none"> <li>Purpose of evaluation</li> <li>Assessment of current process</li> </ul>	4/4/17	In person- Leader's Meeting	Completed
Leadership feedback session re: <ul style="list-style-type: none"> <li>Identifying business challenges</li> <li>Setting PM process objectives</li> <li>Culture assessment</li> <li>Format and form content</li> </ul>	4/11/17 4/11/17 4/11/17 4/20-4/28/17 4/20-4/28/17	In person- Leader's Meeting  Via Email	Completed
Solicit Staff feedback	4/22-4/28/17	Online Survey <ul style="list-style-type: none"> <li>Sent to 75</li> <li>23 responses</li> </ul>	Completed
Analyze feedback	4/29-5/2/17	Online tool & manually	Completed
Design process steps and types of reviews <ul style="list-style-type: none"> <li>Self-evaluations</li> <li>Peer reviews</li> <li>360 degree feedback</li> </ul> Design form <ul style="list-style-type: none"> <li>Goals</li> <li>Competencies</li> <li>Ratings</li> </ul>	5/1-5/29/17		Completed
Executive final approval	5/29-6/9/17	In person meetings	
<ul style="list-style-type: none"> <li>Training</li> </ul>	6/13/17, 6/14/17, 6/21/17, 6/27/17, 6/28/17	Instructor led - Classroom	(Training and delivery exception – Q – 12 staff in June - Completed
<ul style="list-style-type: none"> <li>Full roll-out/implementation</li> </ul> Evaluations conducted	7/1-7/31/17	Multiple (Meetings, email, training sessions)	Completed
All evaluations process for pay		August 9th	Completed

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