

## PMS INTERNAL IMPLEMENTATION PLAN (IIP) TEMPLATE

Processes	Responsible Person	Timeline
Prepare Corporate Plan	Heads of Divisions (HOD's) & CEO	February (current year)
Prepare AMP/Divisional Plan	Heads of Divisions and Divisional staff	March
Revise AMP as per Budget approved	Head of Division and Divisional staff	First week June
Attend PMS Awareness Trainings	All staff as scheduled by Corporate Services/HR Division	Second week June
Prepare JD	Heads of Divisions	Mid- June
Prepare and fill in PMS Form as per JD	Heads of Divisions	
One to one (1-2-1) consultation including clarification of Job Expectations and Targets	Heads of Divisions → individual divisional staff as per organizational structure	
Random Form Check – both PMS Form & JD and status of 1-2-1 consultations	Corporate Division → Divisional PMS Form check & JD & 1-2-1	Late June
PMS Outcome Report	Corporate Div./Admin → CEO of the Ministry	
Signing of JD & PMS Form	Employees → Heads of Divisions → CEO	
PMS Implementation	All staff	First week July
Monitoring Training for Supervisors	PSC Office → Supervisors	First week July
3 month status check	Corporate Services→All Divisions	Last week of September
Provide 3 month progress report to the Commission through relevant CEO	Line Ministry → CEO→ PSC Office→ Commission	October
Distribution of Report Template and signed PMS Forms	PMS Divisions → Heads of Divisions	January (new year)
Benchmarking Training for All Staff	PSC Office → Line Ministry	January
Mid Year (6 month) review → All Staff	CEO → HOD's → Staff	Mid-January
PMS evaluation of employee	Employees → Heads of Divisions → CEO (and vice versa)	
One to one consultation with staff on outcome of evaluation	Step 1: HOD's → employees Step 2: CEO → HOD's	
Finalization of scoring & feedback on areas to improve	Step 1: HOD's → employees Step 2: CEO → HOD's	Third week January
Provide overall progress report and outcome of Divisional PMS to CEO	HOD's → CEO	
Provide Mid Year Review to CEO/Commission	CEO Line Ministry → CEO / Commission	
Clarify Job Expectations and Targets (and make appropriate changes to JD etc...)	HOD's → Division Staff CEO → HOD's	End of January
9 month status check	Corporate Services → All Divisions	Mid-end of March
Provide 9 month progress report to the CEO of the Commission and the Commission	Corporate Div./Admin → CEO→PSC Office→Commission	
Distribution of Report Template and signed PMS Forms	Corporate Service → Heads of Divisions	Second week June
Benchmarking Training for All Staff	PSC Office → All Staff	Late-end June
End of Year (12 month) review → All Staff	CEO → HOD's → Staff	
PMS evaluation of employee	Employees → Heads of Divisions → CEO (and vice versa)	
One to one consultation with staff on outcome of evaluation	Step 1: HOD's → employees Step 2: CEO → HOD's	First week July Second week July
Finalization of scoring & feedback	Step 1: HOD's → employees Step 2: CEO → HOD's	
Provide overall progress report	HOD's → Corporate Service	Third week July
End of Year Review to CEO/Commission	Corporate Service→ CEO →PSC Office/PMS Division → Commission	End of July