



Performance Management System

QUARTERLY REPORT TEMPLATE

Quarter _____

1. Ministry:

2. Please advise your Ministry's / Agency's progress against the Traffic Light Criteria for this Quarter;

Traffic Light Criteria	Quarter Applicable	Ministry update (if any) – include date completed
1. Quarterly Progress against IIP aligned reported	Q1 & Q3	
2. Internal activities implemented by the LM PMS S/C members <ul style="list-style-type: none"> - Internal Trainings - Non-Monetary Incentives - Inter-departmental assistance (different ministries from the last FY) 	Ongoing during the year	
3. Attendance at PMS Sub-Committee meetings	Ongoing during the year	
4. Performance Improvement Plans (PIPs) in place for underperformers	Q1 and Q2	
5. Timeliness of Submissions of requirements to PSC Office <ul style="list-style-type: none"> - PMS IIP (Internal Implementation Plan) - Quarterly Reports - EFY / MYR Submissions - Best Practice submission - Promotional video submission - Other requirements / initiatives 	Ongoing during the year	
6. Compliance with Monitoring and Evaluation Schedules <ul style="list-style-type: none"> - MYR / EFY Reconciliation - Quality Checks / Status Checks - Outer Island visits 	Ongoing during the year	
7. Participation in PMS Capacity Building Programs <ul style="list-style-type: none"> - TTT Program - PMS Attachment Program - Coaching and Mentoring (new) 	Ongoing during the year	
8. Ministry participation in Public Service Month / Day Initiatives <ul style="list-style-type: none"> - One (1) minute ministry promotional video submitted - Set up of Information Booth 	Q4 only	
9. Ministry participation in Best Practice Conference <ul style="list-style-type: none"> - Submission of one (1) best practice - Attendance at Best Practice Conference 	Q4 only	
10. Compliance with Cabinet Direction on Process Flowcharting <ul style="list-style-type: none"> - Complete the preliminary flowchart status check - Attend Flowcharting Awareness session / TTT Flowcharting session - Ministry Flowcharts are in place by end of FY 	Ongoing during the year	

3. Challenges faced by Ministry during the quarter, reason for challenge and how Ministry will / has addressed the challenge?

Challenges	Reason for Challenge	How will the challenge be addressed

4. Areas requesting PSC Office assistance with PMS for the next quarter () – *please list in order of Priority*

Priority	Assistance Required
1	
2	
3	



5. How was the PMS Team's assistance to your Ministry during the quarter? Check one.

- Extremely responsive / Very satisfied
- Responsive / Somewhat satisfied
- Not so responsive / dissatisfied
- Unresponsive / Very dissatisfied

6. Any other Comments? _____

Submitted by: _____
Designation: _____
Date: _____