

Overview <i>Job description or explanation of responsibilities</i>
Accomplishments <i>Per department or personal</i>

Goal #1
<i>Relative Strategic Direction:</i>
<i>Relative City Priority:</i>
State the goal (SMART) Example: To discover, purchase and implement an online software solution for individualized Professional Development in July 2018 that can be introduced to all staff by end of year 2018 and produce and host a mandatory training (incident reporting procedures) on the software by June 2019 in order to hold records of staff compliance for performance evaluations and to enhance availability of training through online delivery.
State the objective Example: To provide the organization with effective, efficient and economically sound controls for the provision of professional development that will result in equitable and accurate performance evaluations and build online structures for training.

Action Plan			
Action Item	Who is responsible	Begin date	By date
Purchase LMS	EDW – Research, login structure	current	Launch by 7/18
	IT consult/configure - BD		
	Business Office - KW		
LMS training	EDW admin, LMS team		11/18
Train Managers	EDW, JM	12/18	1/19
Train Staff	All Branch Managers	2/19	5/19
Create tutorial on LMS	Production Team – ST, AN	current	Host by 2/19
Communication	EDW, Marketing Team - RG		ongoing

Evaluative Process: Meetings as follows (with who, when, to what end), survey collaborators and respondents for issues

Follow-Up: Collect data from managers as per training targets, analyze data from LMS

Outcome: 12 Managers, 23 FT and 118 PT (88% of staff) online successfully and compliant by 7/19