



AUSSIE
tool shed

Performance Plan Document

Type of Performance Plan	Individual Performance Plan
Employee Name	Mick
Employee Position	Website designer
Project Lead Name	Student to add the name of the person playing the role of project lead

Individual goal

The desired goal for the individual in their role

Design and launch the new website.

What needs to be accomplished:

- developing a visual and graphic design to enhance user experience
- increase traffic by 50% in 6 months.
- increase sales of the products online by 20% over a month
- increase awareness of the product online to encourage 30% more in-store purchases over the next quarter.
- designing an interactive website design for the smooth running of the online ordering system
- increase user engagement.

Accountability

the team members' accountability based on team objectives

- Design and create a suitable website design. System to meet existing clients' needs. Delivery is two weeks from the start date of the project.
- Seek web design approval and testing of webpages by the internal company's IT team, ensuring visual design, colour scheme and graphics and images are visually

appealing and enhance user experience. **Ensure** the weblinks are all working and easy to navigate.

- Update the website changes and go 'Live'- in six weeks' time and coordinate dates.

Expected behaviour
The expected behaviours

Employees must aim to ensure that team members' queries are dealt with politely during this project, team members work with dedication and take responsibility to complete their allocated task, and all team members work cohesively and communicate well with each other in a respectful manner to resolve any problems.

- Staff are expected to adhere to the following values:
- Be inclusive: ensure that all internal and external customers are treated the same.
 - Be honest: ensure that you are in business representations with internal and external customers.
 - Be accountable: promise what you say you will deliver.
 - Be sustainable: ensure that sustainability plays an important part in any work activities that you undertake.
 - Be professional: ensure that you always act with integrity.

Type of Performance Plan	Individual Performance Plan
Employee Name	Rick
Employee Position	Training Manager
Team Leader Name	Student to add the name of the person playing the role of project lead

Individual goal
The desired goal for the individual in their role

- Training system set up
- Manuals
- Quick reference guide
- Planning a training schedule to provide training to the staff members

Accountability

the team members' accountability based on team objectives

- Develop engaging and interactive training materials to focus on employee reskilling and upskilling to use the website's online ordering system efficiently, plan staff members' availability and dates for training
- Develop a training plan to provide the training – plan dates with the website developer team member to plan training dates
- Website and staff training goals to ensure improved existing client service through greater flexibility - ongoing

Expected behaviour

The expected behaviours

Employees must aim to ensure that team members' queries are dealt with politely during this project, team members work with dedication and take responsibility to complete their allocated task, and all team members work cohesively and communicate well with each other in a respectful manner to resolve any problems.

Staff are expected to adhere to the following values:

- Be inclusive: ensure that all internal and external customers are treated the same.
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