



**Appendix 1(A)**

**HSE Performance Management System**

**Action Plan**

**Year** \_\_\_\_\_

**Name** \_\_\_\_\_

**Important Note**

**Please read Chapter 5 and 'Guidelines for Completing the Performance Review Cycle (PRC) Form' and Appendix 4 'Objective Setting' before completing this form.**

**1.4 Action Plan Template**

*Note: The content of the next 4 pages should be driven by the relevant Service Plan / operational plan discussed with your manager*

<b>Part A</b>					
<b>Service Delivery: Patient/Client Care/Customer Service</b>					
<b>Meeting 1</b>		<b>Meeting 2</b>		<b>Meeting 3</b>	
<b>Objectives</b>	<b>Timeframe for completion</b>	<b>Progress on achievements since Meeting 1</b>	<b>Additional / Refined Objectives as a result of Meeting 2</b>	<b>Progress on achievements since Meeting 2</b>	<b>Additional / Refined Objectives as a result of Meeting 3</b>
<b>Risks</b> <i>(list internal and external as appropriate)</i>		<b>Risk Update</b>		<b>Risk Update</b>	
<b>Resources available / resource issues (Financial and Human)</b>					
<b>Items And Changes That Impact On Achievement Of Objectives</b>					

<b>Part B</b>					
<b>Governance/ Regulatory / Internal Processes</b>					
<b>Meeting 1</b>		<b>Meeting 2</b>		<b>Meeting 3</b>	
<b>Objectives</b>	<b>Timeframe for completion</b>	<b>Progress on achievements since Meeting 1</b>	<b>Additional / Refined Objectives as a result of Meeting 2</b>	<b>Progress on achievements since Meeting 2</b>	<b>Additional / Refined Objectives as a result of Meeting 3</b>
<b>Risks</b> <i>(list internal and external as appropriate)</i>		<b>Risk Update</b>		<b>Risk Update</b>	
<b>Resources available / resource issues (Financial and Human)</b>					
<b>Items And Changes That Impact On Achievement Of Objectives</b>					

<b>Part C</b>					
<b>Financial/Contribution to Financial Efficiencies / Use of Resources in an Efficient Manner</b>					
<b>Meeting 1</b>		<b>Meeting 2</b>		<b>Meeting 3</b>	
<b>Objectives</b>	<b>Timeframe for completion</b>	<b>Progress on achievements since Meeting 1</b>	<b>Additional / Refined Objectives as a result of Meeting 2</b>	<b>Progress on achievements since Meeting 2</b>	<b>Additional / Refined Objectives as a result of Meeting 3</b>
<b>Risks</b> <i>(list internal and external as appropriate)</i>		<b>Risk Update</b>		<b>Risk Update</b>	
<b>Resources available / resource issues (Financial and Human)</b>					
<b>Items And Changes That Impact On Achievement Of Objectives</b>					

Part D					
Learning and Growth					
<i>Meeting 1</i>		<i>Meeting 2</i>		<i>Meeting 3</i>	
Objectives	Timeframe for completion	Progress on achievements since Meeting 1	Additional / Refined Objectives as a result of Meeting 2	Progress on achievements since Meeting 2	Additional / Refined Objectives as a result of Meeting 3
<p>Agreed actions to be discussed by the manager or individual with the relevant training and development service.</p>					

