

**Iowa DOT Strategic Plan
Performance Management Implementation Team
Jan. 15, 2015 Meeting Notes**

Attendees: Garrett Pedersen, John Hart, Alex Jensen, Jon Makovec, Corey Lorenz, Dave Putz, and Vicki Stamper

Attendee by phone: Kate Murphy

Absent: Matt Haubrich and Mark Lowe

1. Communications update
 - a. Dave and Garrett met with Tracey Bramble on doing a blog update. There will be an update blog on the strategic plan in general and then our performance measurement blog series will begin. After our Jan. 22 meeting, we will give Tracey bullet points of information and she will prepare the updates on this committee's actions.
 - b. Two lines of communication: Use of information and progress of this team
 - Garrett will forward the meeting invite to Kate for the Jan. 29 meeting to be held 10 am to noon
2. Input from Management Team
 - a. Review of work area/office/division PM recommendations (section 2.f of work plan outline): This process would involve working with different area to review specific recommendations for performance measures and use. We need to make sure people understand what is being presented. We don't want this to be received as a central committee dictating what/how, but allowing work areas to proceed with the assurance that their tasks/accomplishments align with the department's overall strategic plan goals. This needs to be an employee-driven effort. Messaging is important along with how it is presented to employees so it is successful and engrained in our day-to-day lives at the DOT. A process in place to provide mechanism to be a check on whether the work area's tasks are aligned and the best way to accomplish. Employees have to own these efforts even if a consultant helps facilitate the implementation of our plan.
 - b. Sensitivity to "implementation" language (section 4), distinction from "initiation"
 - Not a new way of doing business but it's an extension/enhancement of what is going on now; culture of performance measurement is the norm at the DOT.
 - c. Presentation of cascading model- more linearly or parallel (target and arrow); each level supports the other levels; it also has to functionally allow the organizational improvement portion that is part of the strategic plan goal; using data to improve work; measurement is about improvement.
 - d. Sensitivity to utilizing consultant support as it relates to ownership/buy-in. If we feel consultant support may be necessary, we must ensure that the department maintains total ownership of the process.
3. Other considerations
 - a. Incorporate ancillary benefits of process
 - If an office or work group reviews a process and can't determine how it relates to broader objectives, maybe this "task" and the intended purpose should be looked at more closely.
 - b. As we develop this work plan, we need to determine the size/volume of information and its usefulness to ensure employees will take the time to read it.

- Need to find balance between a work plan that is useful and a work plan that is too lengthy.
 - We could consider a “main” document and a “condensed” version.
 - c. This team is going to develop the content
- 4. Next steps
 - a. Addressing management’s feedback
 - b. Incorporate cascading model into work plan
 - c. Begin development of work plan
- 5. Next meeting: Thursday, Jan. 22 at 1pm in the Admin. First Floor South Conf. Rm.
 - a. Committee members should review the outline.
 - b. If there are components that you would like to take the lead on, be prepared to discuss.