


**Iowa DOT Strategic Plan
Performance Management Implementation Team
Jan. 22, 2015 (1 to 2 pm) Meeting Notes**

Attendees: Garrett Pedersen, Alex Jansen, John Hart, Jon Makovec, Kate Murphy, Corey Lorenz, David Putz, Christina Andersen, and Vicki Stamper

Phone Attendee: Mark Lowe

1. Modifications to work plan outline
 - a. Based on input from Management Team
 - The work plan process will provide guidelines that work units can utilize to align their functions with the department's goals.
 - Important to adopt some common vocabulary.
 - Item #4 a: Sensitivity to "Begin implementation" wording; change to:
 - "implement and conduct..."
 - "integration"
 - "Department wide introduction of..."
 - Sensitivity to using a consultant. Will clarify the consultant's role in the process and that the department will not lose ownership.
 - Cascading. We don't want everything coming from the top; concept of things on similar plane, relating horizontally.
 - b. Based on incorporation of cascading model
 - This will be discussed at the next meeting
2. Communications update
 - a. Discuss visualization with Chris Andersen
 - Cascading model and how we present it visually. Management Team would like us to present this cascading model more linearly.
 - Need a model showing all levels of work/every work unit relates to each other.
 - Performance management is using information to improve your work. The framework needs to apply to each employee's work/tasks.
 - Chris will review and see what kind of models she can put together. Garrett will email Chris the different models the team has already reviewed.
 - Chris suggested that a short video be prepared to show the team's progress . Team was agreeable to the idea.
 - b. Salt dashboard as performance management highlight/topic for blog updates (John H.)
 -  Salt dashboard basics.pptx
 - Used to show what and why
 - Adhering to guidelines and best practices to be consistent with treatments.
 - To make sure our methodologies are correct.

- Team felt that this was a good example of performance management to highlight an early blog updates, which will be followed by other examples.
- c. Items needed for Jan. 29blog updates meeting with Tracey Bramble
- Identify some examples of how the work plan is already being used in the department
 - Jon's salt presentation.
 - Motor Vehicle Division's call center: Brandi and Melissa would be contacts. Alex will contact them.
 - Team progress – updates/reports.
 - Two streams: one about performance management examples and one about team progress.
3. Next steps
- a. Finalize modifications to work plan outline.
 - b. Assign initial work plan content development (gauge team interest in various components).
4. Next meeting: Wednesday, Jan. 28 at 9 a.m. in the Admin. 1st Floor South Conference Room.