

**Iowa DOT Strategic Plan**  
**Performance Management Implementation Team**  
**Jan. 28, 2015, (9 to 10 a.m.) Meeting Notes**

Attendees: Garrett Pedersen, John Hart, Dave Putz, Matt Haubrich, Jon Makovec, Alex Jensen,

Absent: Mark Lowe, Kate Murphy, and Corey Lorenz

1. Modifications to work plan outline based on incorporation of cascading model
  - a. Dave gave an overview of performance plan structure. You can view the information at: <W:\PerformanceTechnology\StrategicPlanning\Performance Management Initiative\Iowa DOT 2015 Performance Plan Structure.docx>
    - Core functions that we need to do.
    - Desired outcome.
    - Set of measures to track/monitor work tasks.
    - Services, products, activities (SPA).
  - In other words, here are our key responsibilities and this is how we support and accomplish.
  - Linkage model (perhaps an alternative name for cascading model): How each measure links together to accomplished department goals (how work from different work units touch/overlap but all are working toward final outcome).
  - System maturing over time: Does it need to be explained explicitly in our work plan?
  - Are we resourced appropriately? Need a standard set of resources and tools for use by work units along with subject matter experts for guidance.
  - Alignment needs to exist to be successful.
  - What expectations are there for a department point of view? We don't want to put a lot of constraints on how "X" needs to be done.
  - What we want to link to will be part of the measure? Each work unit needs to put forth efforts to align to what the department has as core functions.
  - We need to measure how well we are doing and what needs to be reviewed/re-evaluated to align.
  - Standing resource evaluation and enhancement team: If this becomes a department initiative, we may need dedicated staff to make it happen.
  - Risk analysis – what does it mean? What are the positives and negatives? How do we address and make recommendations to Management Team?
  - Baseline assessment of implementation barriers to address the need for a risk analysis.
  - Each work unit needs to understand their connection and how their accomplishments fall into the grand scheme of the whole process.
  - Possible role of consultant in process initiation: Trade-off between using a consultant or the need for increased staffing resources.
  - Is the work plan process generic and flexible enough to implement a variety of different frameworks?
    - Key pieces are there, but they may need to be adjusted.
    - Initial assessment of work task.
    - Here is what needs to happen for this to be successful.

- A linkage doesn't necessarily need to follow the organizational structure.
  - Customers' point of view and the products/services we deliver; driving our performance alignment and linkages along these lines.
  - We need to look at this and see why we are structured the way we are as an organization.
  
- 2. Team interest in various components of work plan
  
- 3. Communications update
  - a. Items for Jan. 29 blog updates meeting with Tracey Bramble
  
- 4. Next steps
  - a. Finalize modifications to work plan outline
  - b. Assign initial work plan content development
  
- 5. Next meeting: Thursday, Feb. 12, at 1 p.m.
  - a. Recap conversation from Jan. 28, 2015, meeting.
  - b. Dave will pull together some information on "do's and don'ts" to share with the team.