

**Iowa DOT Strategic Plan
Performance Management Implementation Team
Monday, March 16 (11 a.m. – Noon) Meeting Notes**

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

Absent: Mark Lowe and Kate Murphy

Miscellaneous:

- a) Alex and Garrett will meet with Mark Lowe in the near future and give him an update.
- b) Blog updates: checked with Tracey Bramble and Andrea regarding all three blogs (general overview, blog update on this committee's actions and one related to salt dashboard) and getting these out.
- c) Suggestion was made to meet with Management Team before the end of the fiscal year to get some more specifics/appropriate direction and to ensure we are still developing the work plan in the manner they envisioned.

1. Final draft work plan outline

- a. Final Draft of Iowa DOT Strategic Plan – Performance Management Implementation Work Plan Outline. A smaller group will get together to draft content and then the full group will review, provide comment, and finalize. By the next meeting, content will be in place for the introduction portion.

2. Development of work plan

3. Dave's educational items:

- a. "Dos and don'ts" of developing and implementing performance management systems
- b. Case studies/examples of cascading
 - i. David reviewed the summary documentation entitled "Factors Impacting Performance Measurement & Performance Management System Design – A Brief Review." <W:\PerformanceTechnology\StrategicPlanning\Performance Management Initiative\Perf Mgt Team - 03-16-15 Mtg\Factors Impacting Perf Measurement and Perf Management Systems - A Brief Review.docx>
 - ii. Risks / tracking mechanism – what are some strategies to evaluate, track and mitigate the risks? Identify who is responsible for each part of the plan.

Outline of factors influencing performance measurement and performance management system implementation:

- A) System Design
 - o Alignment of the System to the Organization
 - a. Vision and goals must be actionable.
 - b. Framework of what we hang measures on.

- c. We have to take what we believe is true and write it down and determine how/if we are being successful. Take the work we do and how it is accomplished and determine if it aligns with the goals.
- Measures
 - a. Must be well defined so there is no doubt or dispute.
- Targets
 - a. Criteria for the target must be clear.
- Data
 - a. Every effort is made to ensure data quality.
- B) Information Technology / Data Systems
- C) Information Usage
- D) Culture
- E) Leadership Commitment
- F) Resources
- G) Awareness and Training

Discussion occurred on the above and the team expressed that it leads to needing some type of consultant support. Employees need to see commitment of time, people and resources by the Management Team.

Team needs to review this summary and determine if there are areas that need to be added or clarified or deleted.

4. Next steps

- a. Begin work plan development and review.
- b. Ongoing team educational exercises: Map salt dashboard example to our model.

5. Next meeting: Thursday, March 26

- Before the next meeting, John, Tina and David will meet to discuss the salt dashboard and then the team will review according to strategic plan work plan and how it relates/applies to the organization. Also this review can be used as a case study.