

**Iowa DOT Strategic Plan  
Performance Management Implementation Team  
5/11/15 Meeting Notes**

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

Absent: John Hart and Mark Lowe

**June 29 – meeting with management to present draft work plan**

1. Discussed draft material and ongoing draft development
  - a. Comments on previously distributed material
  - b. Newly developed material: salt dashboard case study, cascading (linking) model, and conclusion
    - i. Team will plan to refer to our model as cascading, rather than linking.
    - ii. Culture is a huge element to the success of this plan, which is the emphasis in the conclusion.
    - iii. Will top management support and implement? Will they champion this plan?
  - c. Remaining material: call center case study, revise the “success factors” section, further refinement
  
2. Timeline
  - a. Complete draft by **May 21/22** and sent to Strategic Communications
    - i. Package word document into a more formal branded appearance.
      1. Final editorializing / proofing will be done when we get closer to final project.
    - ii. Management may ask what resourcing/level of support is necessary to get things done; natural order in which things needs to get done.
    - iii. Want feedback from Management Team; let’s not give them a laundry list of things; we need them to fully review plan and respond with further details or ideas to continue moving forward with strategic plan implementation;
    - iv. Case studies may benefit employees more than top management. Maybe these will be part of reference material not the plan. A suggestion was made to place case studies as an appendix to the plan.
    - v. Definition of success can’t be only individuals improving their work but everyone improving their work for the benefit of the whole organization. Formal process – how well are all the pieces lined up. Most offices’ work is not self-contained; it crosses office/bureau/division boundaries.
    - vi. Alex and Garrett will review “call center” data and success.
    - vii. Alex will schedule a time for Garrett and him to meet with Mark Lowe and get his feedback before we proceed with plan (sending to Strategic Communication) and finalizing the Management presentation.
    - viii. Garrett will send out “draft plan” to committee members.
  
  - b. Review mock up at **June 8** SP PM meeting

- c. Refine by **June 19**
  - d. Presentation to Management on **June 29**
    - i. Need to develop outline for presentation; remind Management Team of this committee's direction from them and how we proceeded to develop this draft plan;
      - 1. Recap mission and this team's recommendation.
    - ii. Garrett will rough out some key points for the presentation to the Management Team– will distribute to group; Garrett will contact John H. on the salt board dashboard.
    - iii. Vicki will send an invite out for this meeting with management team – will check with Lori on time.
3. Next steps:
- a. Continue work plan development and review
  - b. Ongoing team education: Map salt dashboard example to our model
4. Dave distributed performance management information from North Carolina's; they are rolling out their new system at the end of June.
5. Next meeting: Monday, June 8 at 1 pm in the Admin First Floor South Conf. Room.