

**Iowa DOT Strategic Plan (SP)**  
**Performance Management Implementation Team**  
**Dec. 4, 2014 Meeting Notes**

Attendees: Garrett Pedersen, Alex Jansen Annette Dunn, Chris Andersen, Vicki Stamper, Corey Lorenz, and Matt Haubrich

Absent: Mark Lowe, Kate Murphy, Jon Makovec, David Putz and John Hart

Chris Andersen, from Strategic Communications, has joined this team to help us with the communication aspect.

1. Communications

- a. Changes to the strategic plan's performance management initiative Web page
  - i. It has been modified to incorporate progress milestones.
- b. Suggestion from Kirsten Adams (IT Division) regarding distribution of meeting notes
  - i. Send email to all staff when meeting notes are posted on the Web page.
  - ii. Vicki will check with Sheri Raab.
- c. Support from Strategic Communications (DOT blog, Yammer, etc.)
  - i. Chris suggested that we use the same colors and puzzle pieces that are presently used on the strategic plan information as branding so people can quickly identify blog updates as part of the plan.
    - 1. Use the puzzle piece with the name of our team identified underneath.
  - ii. Subjects or topics for the blog and/or Yammer to be determined by this team
    - 1. First topic: Update on where we are. The committee to determine subject/topics. Initially, Tracey Bramble could do a short interview update on where this team is. Could start with giving Tracey the milestones.
    - 2. Submit any ideas for subject or topic discussions to Garrett.
    - 3. Give examples of success stories from other state DOTs or organizations. This will help take the fear out of the process. Include information addressing performance management.
  - iii. Create a Yammer group for the strategic plan
    - 1. Members weren't sure they would use this. Need to discuss further.

2. File sharing options

- a. Full-access to the Operations and Finance folder
  - i. Committee along with all employees could view and modify.
- b. Limited-access Performance and Technology folder
  - i. Only the committee would have access.
  - ii. The committee could ask IT to set access for its members.
    - 1. After the meeting, the committee chose this method for sharing information.
- c. SharePoint
  - i. Team will review this option.
    - 1. Garrett will ask each committee member to identify the option they want to proceed with.

3. Feedback from the team

- a. Examples of using information to improve work performance

- i. This would be a working document. If you have other examples, please provide.
    - b. Comments/edits to draft work plan outline
      - i. Will continuously change over time.
      - ii. Do we want to check in with Management Team and see if we are still on track? The team would like Mark's input on this. Is Mark OK with the work plan? Should Garrett and Mark review with Management Team?
        - 1. Garrett will draft email to get Mark's input on work plan and ask if it is time to go to Management Team for a review.
    - c. Thoughts on Dave's framework models (comparison provided)
      - i. An overview of different models – not very detailed. Need more of knowledge base to understand this summary.
      - ii. Do we need one model or multiple models? Different model by division or office or section. Single model that is universal may not work well for all the different activities/duties of the department.
      - iii. Do we offer a menu of models to the work units so they can identify which works best for them?
      - iv. Cascading model was identified as a good option by several team members. It works for a departmentwide approach/vertical alignment and relationship between various levels. However, within working groups there could be different models that fit their work unit processes.
      - v. If there is a model or models that this group would like more information on, Dave could give a presentation/review.
      - vi. How do we incorporate these models into the work plan? Education would have to be a part of presenting models. Need to be able to help the different work units figure out how to proceed with performance management tasks in their work units. A consultant may be needed to facilitate this process. What is the business plan? Need some guidelines of what business plan/models need to be used depending on the work unit tasks.
      - vii. Will having different models cause confusion within the various work groups?
        - 1. Take sample performance measures and vet it out to see if they are viable for each – pros and cons of each model.
        - 2. Take the top models and work through the sample performance measures and see if they work for each model.
        - 3. Need a direct side by side comparison based on criteria what is the outcome of each measure. Some more in-depth on the cascading model.
        - 4. We need to come up with the framework not the measures.
      - viii. How are we going to figure out our framework?
        - 1. Need some type of comparison and review some scenarios for the different divisions.
        - 2. Do some testing of the framework? Get some examples of how it is already working in different organizations.
4. Overall direction of team
5. Next steps
  - a. Schedule meeting to review work plan concept with Management Team?
  - b. Incorporate consideration of preferred frameworks into draft work plan?