

PMDS PLANNING FORMS



SECTION 1 – ROLE PROFILE

Name :	No. of Years' Service
CTC:	
Job Title	
1. Job Purpose	
2. Main Tasks and Duties.	

Section 2: Specific Job Objectives for coming year.

Objectives	Key Performance Indicators	Measure Of success	Comments
		All objectives met: some exceeded <input type="checkbox"/> All Objectives met: <input type="checkbox"/> Some objectives not met. <input type="checkbox"/>	
		All objectives met, some exceeded: <input type="checkbox"/> All Objectives met: <input type="checkbox"/> Some objectives not met. <input type="checkbox"/>	
		All objectives met: <input type="checkbox"/> Some exceeded <input type="checkbox"/> All Objectives met: <input type="checkbox"/> Some objectives not met. <input type="checkbox"/>	

(Please use another sheet where necessary.)

Section 3 – Individual Training Plan –

Job Related

Date

***Organisation Training and
Development***

Date

Personal Development

Date

		1.		1.	
		2.		2.	

Section 4 – Additional comments.

Section 5 – Agreement and Review.

Planning Meeting	Date
Job Holder:	Date
Manager:	Date

Interim Review	Date
Job Holder:	Date
Manager:	Date

Final Review	Date
Job Holder:	Date
Manager:	Date