

Performance Improvement Plan

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: Project Manager

Department: [Insert Department]

Manager: [Insert Manager Name]

Purpose of the Plan

The purpose of this Performance Improvement Plan (PIP) is to address specific performance deficiencies in your role as Project Manager and to outline a plan for improvement.

Areas of Concern

1. Inadequate project scheduling and resource allocation.
2. Poor communication with team members and stakeholders.
3. Failure to meet project deadlines consistently.

Expected Outcomes

By the end of this plan, you are expected to:

1. Implement a project scheduling software regularly for all projects.
2. Hold weekly check-ins with team members and stakeholders.
3. Achieve a 90% on-time completion rate for all assigned projects.

Action Steps

1. Attend a project management training by [Insert Date].
2. Develop a communication plan with your team by [Insert Date].
3. Submit a project status report by [Insert Frequency].

Review Timeline

Your performance will be reviewed on [Insert Review Date].

Employee Acknowledgment

I acknowledge receipt of this Performance Improvement Plan and understand the expectations outlined herein.

_____ **Employee Signature** Date: _____

Manager Comments

[Insert Manager Comments]