

**PERFORMANCE PLAN, PROGRESS
REVIEW and APPRAISAL RECORD**

Employee's Name:

PART I. PERFORMANCE PLAN

A. CRITICAL ELEMENTS (<i>LIST at least TWO but no more than FIVE</i>) (Expand size of blocks as desired)	B. RATING (<i>Mark One</i>)	
1. Construction Work In Progress (CWIP) Project Manager- Internal controls are created for managing Real Property and Personal Property and handling PII; controls are in place to prevent fraud, waste and abuse; financial management responsibilities are met; CWIP Determination Letter and estimated schedule dates are provided to the Activity Manager.	Meets or Exceeds	<i>Does Not Meet</i>
2.	Meets or Exceeds	<i>Does Not Meet</i>
3.	Meets or Exceeds	<i>Does Not Meet</i>
4.	Meets or Exceeds	<i>Does Not Meet</i>
5.	Meets or Exceeds	<i>Does Not Meet</i>

PERFORMANCE INDICATORS

<i>For each Performance Indicator listed below, circle the number of each Critical Element (from Part I) that is applicable, in the right column:</i>		Applicable Critical Elements
I. QUALITY		
A. Knowledge of Field or Profession: Maintains and demonstrates technical competence and/or experience in areas of assigned responsibility.		All 1 2 3 4 5
B. Accuracy and Thoroughness of Work: Plans, organizes, and executes work logically. Anticipates and analyzes problems clearly and determines appropriate solutions. Work is correct and complete.		All 1 2 3 4 5
C. Soundness of Judgment and Decisions: Documents assignments carefully. Weighs alternative courses of action, considering long- and short-term implications. Makes and executes timely decisions.		All 1 2 3 4 5
D. Effectiveness of Written Decisions: Presentation meets objectives, is persuasive, tactful, and appropriate to audience. Demonstrates attention, courtesy and respect for other points of view.		All 1 2 3 4 5
E. Timeliness in Meeting Deadlines. : Completes work in accordance with established deadlines		All 1 2 3 4 5
F. Use of Information Technology: Work effectively uses IT resources and follows applicable IT policies and procedures including both security and appropriate use policies.		All 1 2 3 4 5
G. Other (Specify): Internal controls comply with Federal Manager's Financial Integrity Act and the Chief Financial Officers Act; clean CWIP audit opinion; projects comply with NOAA CWIP Policy and Procedures Manual; accounting codes are generally correct; annual mandatory training completed; obligating documents are provided to Activity Manager prior to obtaining authorizations; and formal analysis is performed annually to determine impairment situations.		All 1 2 3 4 5
II. TEAMWORK		
A. Participation: Willingly participates in group activities, performing in a thorough and complete fashion. Communicates regularly with team members. Seeks team consensus.		All 1 2 3 4 5
B. Cooperation: Supports team initiatives. Demonstrates respect for team members. Seeks team consensus.		All 1 2 3 4 5
C. Leadership: Provides encouragement, guidance, and direction to team members as needed. Adjusts leadership style to fit situation.		All 1 2 3 4 5
D. Safety: Maintains a safe work environment, including keeping the work area free of known hazards. Complies with all occupational safety rules and regulations and encourages safe behavior in fellow workers.		All 1 2 3 4 5
D. Other (Specify):		All 1 2 3 4 5
III. CUSTOMER SERVICE		
A. Quality of Service: Delivers high quality products and services to both external and internal customers. Initiates and responds to suggestions for improving service.		All 1 2 3 4 5
B. Timeliness of Service: Delivers quality products and services in accordance with time schedules agreed upon with customer.		All 1 2 3 4 5
C. Courtesy: Treats external and internal customers with courtesy and respect. Customer satisfaction is high priority.		All 1 2 3 4 5
D. Other (Specify):		All 1 2 3 4 5