Performance Management System Implementation

Scope of Work Document Sample

1. Introduction

This document outlines the scope of work for the implementation of a Performance Management System (PMS) in order to streamline employee goal setting, performance reviews, and continuous feedback processes.

2. Objectives

- Enable effective goal alignment and tracking across the organization
- Improve employee engagement through regular feedback processes
- Simplify and automate performance review cycles
- Provide actionable analytics for management decision making

3. Project Deliverables

1. Gap analysis of current performance management processes
2. Procurement and configuration of PMS software
3. Data migration from legacy systems
4. Integration with HRIS and payroll systems
5. End-user and administrator training sessions
6. Comprehensive documentation
7. Post-launch support and optimization

4. Detailed Scope

Task	Description
Requirements Gathering	Collect business and technical requirements from key stakeholders.
System Configuration	Customize workflows, templates, and user roles in the PMS.
Integration	Integrate PMS with relevant HR, payroll, and analytics systems.
User Training	Train HR, managers, and employees on system usage.
Change Management	Support communication and adoption across the organization.
Support & Maintenance	Provide ongoing technical support and periodic improvements.

5. Exclusions

- Development of custom modules outside standard PMS capabilities
- Hardware procurement and infrastructure upgrades
- HR policy changes outside PMS-related processes

6. Timeline

Milestone	Estimated Completion
Requirements Validation	Week 2
System Deployment	Week 6
Integration & Testing	Week 8
Training & Go-Live	Week 10
Project Closure	Week 12

7. Acceptance Criteria

- All deliverables completed as specified
- User acceptance testing sign-off
- Documentation delivered and approved
- Support handover to internal team

8. Contact

For questions regarding this scope, please contact:
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