SAMPLE IMPACT PLAN

Business Unit: Smith, Sally
Report Period: August 2013

Q12 Item: Q.08. Mission/Purpose
Mean or %5: Mean
Value from the Q12 Scorecard: 3.21

Title: Link to our Mission
Action Type: Opportunity

This is what we'll do:
1. Set a meeting involving all members of the Division and let each team present their roles & responsibilities - first time will be November 2013 and second time in April 2014 with the following agenda;
   - Report on job progress and present action plan for the next 4-6 months
   - Problems & obstacle occurred and actions that have been taken to meet the goals
2. Supervisor of each team will summarize the big picture to let subordinates see how their work links with other teams. This will make them realize how much each piece of work is important to the whole organization. If one piece is missing, the whole puzzle will never complete.

This is what success will look like:
1. Regular meetings every 4 months
2. All members will realize that their role is important in the organization. Moreover, they will also see how other teams work and what is the connection
3. Supervisor will be able to adjust the working process to better match with other teams

How often: Quarterly

These people will be involved:
Manager will lead the meeting
Define who will be a coordinator to set the next meeting and meeting place
Define representative to present roles and responsibilities of each team

Start Date: 11-15-13
Due Date: 04-15-14