Performance Management Rollout Plan Template

Phase	Task	Owner	Due Date	Status
Planning	Define performance goals	HR	May 15	✅ Completed
Planning	Finalize success metrics	HR	May 16	🟡 In Progress
Planning	Evaluate performance management solutions	HR + Leadership	May 17	⬜ Not Started
Tool Setup	Select best performance management software	HRBP Team	May 18	Not Started
Tool Setup	Customize review templates	HRBP Team	May 22	🟡 In Progress
Tool Setup	Set up goal formats (OKRs/KPIs)	HRBP Team	May 24	Not Started
Pilot	Launch pilot with selected team	Team Lead	May 25	Not Started
Pilot	Collect feedback from pilot team	HR	May 28	Not Started
Rollout	Finalize system updates post-pilot	HR	May 29	Not Started
Rollout	Company-wide announcement	HR	May 30	Not Started
Rollout	Manager training sessions	HR + L&D	June 2	Not Started
Rollout	Full system go-live	HR	June 5	Not Started
Post-Rollout	Track adoption metrics	HR Analytics	June 15	⬜ Not Started

Post-Rollout	Collect feedback & improve	HR + Managers	June 30	☐ Not Started

How to Use:

- Replace owners, dates, and tasks as per your organization.

- Track status using ✅ (Completed), 🟡 (In Progress), ☐ (Not Started).