

# EPM GOALS MANAGEMENT

## SIMPLE, EFFECTIVE GOALS MANAGEMENT FOR BUSY ORGANIZATIONS!

The EPM Goals Management Module makes it easy to manage, update and report on goals, each tied to specific performance metrics.

For the employee, the goal's management module makes it easy to log in and either add new goals, or update existing ones. Content is easily and securely accessed from anywhere the user has access to a standard web browser. Reports comparing actual with expected progress can be viewed on screen or printed for reference.

Goal quick-entry form

Proposed new goals are drafted on line, and then submitted within EPM to an appropriate approver e.g. Employee's Manager. Several cycles may occur in the approval process and a record of any changes to the goal at each stage is automatically kept. Once each goal has been approved, the basic descriptive information e.g. title, short description, and target delivery date

becomes locked in (subject to override).

This provides an easy point of reference for both employee and manager to discuss

actual and expected progress, and to take corrective action when necessary.

The employee can request reminders at a regular user-defined interval; these are received as e-mails or as messages within the EPM environment. This makes it easy to keep critical goals and the performance metrics behind them front and centre in spite of persistent distractions.

For the manager, the Goals Management Module makes it's easy to track large numbers of goals for

many employees related to specific performance areas, all in a uniform format. At a high level, the manager can view roll up analysis of actual and expected progress for a whole reporting group on one screen. Colour coded drill-down analysis provides the dashboard tools to quickly spot areas where further attention and help for a

particular employee may be required. Off-the-shelf reports provided a checklist of recently updated goals to save time by ensuring the focus is on new information.

Server-side business logic and storage and ensures that everyone sees only one version –

the latest version – of all content, and a multidimensional security model controls access to authorized content based both on position within the organization, and role performed.

The EPM Goals Management Module integrates with other EPM360 modules from SkillSense, of course, including Review Writer, Performance Management, and EasyTrak attendance and time sheet tracking.

Name	Expected	Actual	Chart
Denise Dodkin (3)	58%	70%	<div style="width: 70%;"></div>
Terry Hallam (0)	0%	0%	<div style="width: 0%;"></div>

  

Individual Goal	Expected	Actual	Chart
Develop a more assertive people style	93%	80%	<div style="width: 80%;"></div>
Improve quality of my written submissions	93%	100%	<div style="width: 100%;"></div>
Take Communication 101 Course	46%	30%	<div style="width: 30%;"></div>

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