

ACTION PLAN

1. Of the TPM sub-components discussed in this chapter, which one would you like to work on?

- 2.1 Technical Methodology 2.2 Business Process

2. What aspect of the TPM process listed above do you want to change?

3. What “steps” discussed in this chapter do you think could help you address the challenge noted above?

Technical Methodology

Business Process

- | | |
|---|---|
| <input type="checkbox"/> Establish a baseline | <input type="checkbox"/> Assign internal roles and responsibilities |
| <input type="checkbox"/> Analyze historical trends | <input type="checkbox"/> Clarify purpose of the target |
| <input type="checkbox"/> Identify influencing factors and assess risk (internal and external) | <input type="checkbox"/> Gather information through benchmarking |
| <input type="checkbox"/> Define target parameters | <input type="checkbox"/> Reflect external stakeholder interests |
| <input type="checkbox"/> Forecast future performance | <input type="checkbox"/> Document the business process |
| <input type="checkbox"/> Document technical methodology | |

4. To implement the “step” identified above, what actions are necessary, who will lead the effort and what interrelationships exist?

Action(s)	Lead Staff	Interrelationships

5. What are some potential barriers to success?

6. Who is someone (internal and/or external) I will collaborate with to implement this action plan?

7. How will I know if I have made progress (milestones/timeframe/measures)?