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**
     - Establish a baseline
     - Analyze historical trends
     - Identify influencing factors and assess risk (internal and external)
     - Define target parameters
     - Forecast future performance
     - Document technical methodology
   - **Business Process**
     - Assign internal roles and responsibilities
     - Clarify purpose of the target
     - Gather information through benchmarking
     - Reflect external stakeholder interests
     - Document the business process

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

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Lead Staff</th>
<th>Interrelationships</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)?