ACTION PLAN

1. Of the TPM subcomponents discussed in this chapter, which one would you like to work on?
   - Leadership Team Support
   - Roles and Responsibilities
   - Training and Workforce Capacity
   - Management Process Integration

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?

   **Leadership Team Support**
   - Evaluate how new agency processes have been implemented previously
   - Develop TPM pitch
   - Clarify role of senior and executive management

   **Roles and Responsibilities**
   - Assess current organizational structure
   - Define and document TPM roles and responsibilities
   - Identify and implement changes to organizational structure

   **Training and Workforce Capacity**
   - Identify gaps in employee skillsets
   - Design, conduct, and refine training program
   - Build agency-wide support for TPM

   **Management Process Integration**
   - Incorporate performance discussions into regular management meetings
   - Link employee actions to strategic direction
   - Regularly set expectations for employees through measures and targets

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)?