

## INDIVIDUAL ACCOUNTABILITY REVIEW

<b>Name:</b>	<b>Job Title:</b>	<b>Location/Organisation:</b>	<b>Date:</b>
<b>Accountability</b>	<b>Measurement</b>	<b>Target for Quarter/Year</b>	<b>Milestone Plan</b>
<p><i>Restate the accountabilities of the role from the RRAA</i></p>	<p><i>For each accountability, how is delivery measured?</i></p> <p><i>If no clear direct measurement is available, identify a surrogate measure, or</i></p> <p><i>If no measure is available then redefine the accountability more precisely</i></p>	<p><i>For each measurement, what targets for the hour/day/week/month/quarter/year will contribute to the achievement of the business strategy?</i></p>	<p><i>To deliver each target, what projects will be needed?</i></p> <p><i>Hence what milestone plans will be needed to track the progress of the project?</i></p>