

INDIVIDUAL CONTRIBUTION REPORT

Accountability	Target	Milestone Plan	Actual Result	Variance	Root-Cause	Corrective Action	Review	Effectiveness
<i>What precisely are you held accountable for?</i>	<i>What targets are set/agreed for the review period?</i>	<i>What plans, if executed, will help you hit the targets?</i>	<i>What was actually achieved (in the period)?</i>	<i>Is the plan and targets on track or adverse in the period?</i>	<i>Why is the plan or targets adverse?</i>	<i>What will you do to bring the plan and/or targets back on track?</i>	<i>When will you/we review this corrective action and how?</i>	<i>How effective was your original performance and any corrective action?</i>