**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12344&utm_source=template-word&utm_medium=content&utm_campaign=Performance+Improvement+Plan+(PIP)-word-12344&lpa=Performance+Improvement+Plan+(PIP)+word+12344)Performance Improvement Plan (PIP) Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee |  | | | | | | | | | | | | |
| Job Title |  | | | | | | | | | | | | |
| Department |  | | | | | | | | | | | | |
| Manager / Supervisor |  | | | | | | | | | | | | |
| Plan Date |  | | | | | | | | | | | | |
|  | |  | |  |  |  |  |  |  |  |  |  | | |  |  |
| Improvement Areas and Expectations | | | | | | | | | | | | | | | | |
| **Category** | | | **Description** | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |  |  |  |  |  |  | |  |  |
| Development Support and Resources | | | | | | | | | | | | | | |
| **Category** | | **Description** | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  | |  |  |  |  |  |  |  | |  |  |
| Training, Education, and Certification Costs | | | | | | | | | | | | | | | |
| **Category** | | **Description** | | | **Estimated Cost** | | | | | | | |
|  | |  | | | $0 | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | |  | | | | | | | |
|  | |  | | |  | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Performance Goals (SMART) | | | |
| **SMART** | **Goal** | **Timeframe** |
| Specific |  |  |
| Measurable |  |  |
| Achievable |  |  |
| Relevant |  |  |
| Time-Bound |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Action Plan | | | | | | | | | | | | | | | | |
| **Improvement Activity** | | | | | | **Target Date** | | | **Owner** | | | | **Status** | | |
|  | | | | | |  | | |  | | | | In Progress | | |
|  | | | | | |  | | |  | | | | Not Started | | |
|  | | | | | |  | | |  | | | | Scheduled | | |
|  | | | | | |  | | |  | | | | Not Started | | |
|  | | | | | |  | | |  | | | | Pending | | |
|  | | | | | |  | | |  | | | | Pending | | |
|  |  |  |  |  |  | |  |  | |  |  |  | |  |  | |
|  | **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | | **Week 6** | **Week 7** | | **Week 8** | **Week 9** | **Week 10** | | **Week 11** | **Week 12** | |
|  | **X** |  |  |  |  | |  |  | |  |  |  | |  |  | |
|  |  |  |  |  |  | |  |  | |  |  |  | |  |  | |
|  |  |  |  |  |  | |  |  | |  |  |  | |  |  | |
|  |  |  |  |  |  | |  |  | |  |  |  | |  |  | |
|  |  |  |  |  |  | |  |  | |  |  |  | |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Success Metrics and Evaluation | | | | | | | | | | | | | |
| **Metric** | | | **Description** | | | | | **Measurement** | | | |
|  | | |  | | | | |  | | | |
|  | | |  | | | | |  | | | |
|  | | |  | | | | |  | | | |
|  | | |  | | | | |  | | | |
|  |  |  |  |  |  |  |  |  |  |  |  | |  |
| Performance Outcomes | | | | | | | | | | | | | |
| **Outcome** | | **Description** | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |
|  | |  | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| Review and Acknowledgement | | |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |
| Reviewed By |  |
| Title |  |
| Name |  |
| Date |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |