YOUR
LOGO

**COMPANY NAME**

PERFORMANCE MANAGEMENT

PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your performance management goals. We help businesses implement structured systems that boost employee development, engagement, and accountability.

This proposal outlines how we will support [Client Name] in developing a fair, data-driven performance management framework.

# Problem or Opportunity

[Client Name] is seeking to improve how employee performance is measured, managed, and developed. Current processes may lack consistency, feedback loops, or clear alignment with business goals.

# Proposed Solution

We propose a comprehensive performance management system that includes clear goals, regular feedback, development planning, and fair evaluation criteria.

Key Benefits:
- Enhanced employee engagement and clarity
- Improved productivity and accountability
- Aligned performance with organizational goals

# Scope of Work

Our performance management services include:

- Current system assessment
- Goal-setting frameworks (SMART, OKRs, KPIs)
- Review process design (annual, quarterly, continuous)
- Manager and employee training
- Performance documentation templates and guidelines

# Timeline

Proposed timeline for design, implementation, and rollout:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Discovery & Assessment | Review current processes and tools | [Start Date] |
| Framework Design | Create structure and templates | [Date] |
| Training & Implementation | Deliver training and launch system | [Date] |
| Review & Adjustments | Evaluate usage and improvements | [Completion Date] |

# Pricing

Estimated pricing for performance management consulting services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Assessment & Planning | Process audit and recommendations | [Amount] |
| Framework & Templates | Goal setting, reviews, documentation | [Amount] |
| Training & Launch | Manager and team training sessions | [Amount] |
| Total |  | [Total] |

# About Our Company

[Your Company Name] is an HR strategy firm focused on optimizing employee performance through structured systems and leadership support.

- Experience: [X] years developing performance programs
- Expertise: Goal setting, feedback systems, coaching models
- Mission: To help organizations drive success through effective people management

# Case Studies / Testimonials

Case Study: [Previous Client Name]

- Project: Performance management overhaul for 100-person company
- Outcome: 90% employee participation and clearer alignment with business goals

Testimonial:
“[Your Company Name] created a system that actually supports development—not just box-ticking.” — [Client Name], [Title], [Company]

# Terms and Conditions

Payment Terms: 50% at project start, 50% upon delivery.
Confidentiality: All employee data is treated confidentially.
Revisions: One revision included after feedback on documentation or process.

# Acceptance

To begin your performance management engagement, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client’s Printed Name]
Title: [Client’s Title]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_