## [Insert Logo here]

## Performance Scorecard (Template)

| **Role Title:** |  |
| --- | --- |
| **Completed By:** |  |
| **Reports To:** |  |
| **Revision Date:**  |  |

|  |  |
| --- | --- |
| **INSTRUCTIONS:**1. Create a copy of this scorecard for each month
2. Complete the comment section for each score status with a short narrative or comment
3. Fill the status cell with a Green, Yellow, or Red status
 | **STATUS COLOUR LEGEND:** |
| Green - completed |
| Yellow - off track & will recover |
| Red - dangerously off track |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role Component** | **Objective** | **KPI** | **Status** | **Comment** |
| **Category I** (e.g. Project coordination) |
| Component #1 (e.g. Stay on top of project status and proactively suggest changes as needed) | (e.g. Schedule and run bi-weekly status calls with project team, share updates with manager and key stakeholders as needed) | (e.g. Keep all project tasks on schedule with no more than 2 business days’ delay on any given step) |  | (e.g. All project tasks were on schedule this month) |
| Component #2 | Objective  | KPI |  |  |
| Component #3 | Objective  | KPI |  |  |
| **Category II** |
| Component #1 | Objective  | KPI |  |  |
| Component #2 | Objective  | KPI |  |  |
| Component #3 | Objective  | KPI |  |  |
| **Category III** |
| Component #1 | Objective  | KPI |  |  |
| Component #2 | Objective  | KPI |  |  |