PM & D CYCLE

Decisions taken on probation, career planning & development, etc

Formal evaluation

Pay and reward adjustments

Supervisory review

Self review

QUARTERLY REVIEWS NO LATER THAN MID JULY, MID OCTOBER AND MID JANUARY

START HERE

BY MID NOVEMBER

BY END JANUARY

EA approves plan

Plan submitted for approval

BY END FEBRUARY

Departmental strategic/operational planning/review

BY MID NOVEMBER

BY END JANUARY

All staff PAs concluded

PAs of HoD and other members of SMS concluded

BY END APRIL

BY END MARCH

Department strategic/operational plan implemented

BY END MARCH

Annexure C

PS: An operational plan differs from a strategic plan in that it focuses on results to be achieved in a particular financial year as opposed to the entire MTEF period