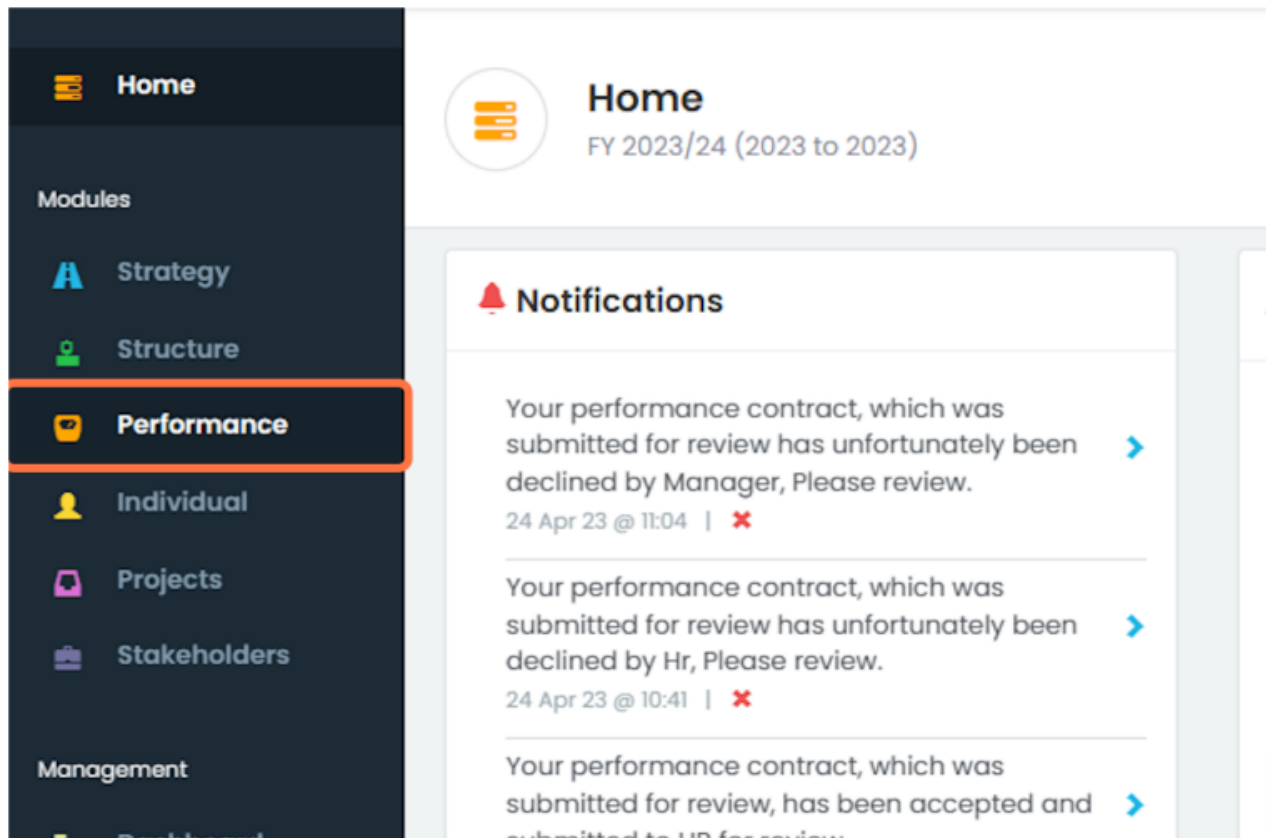
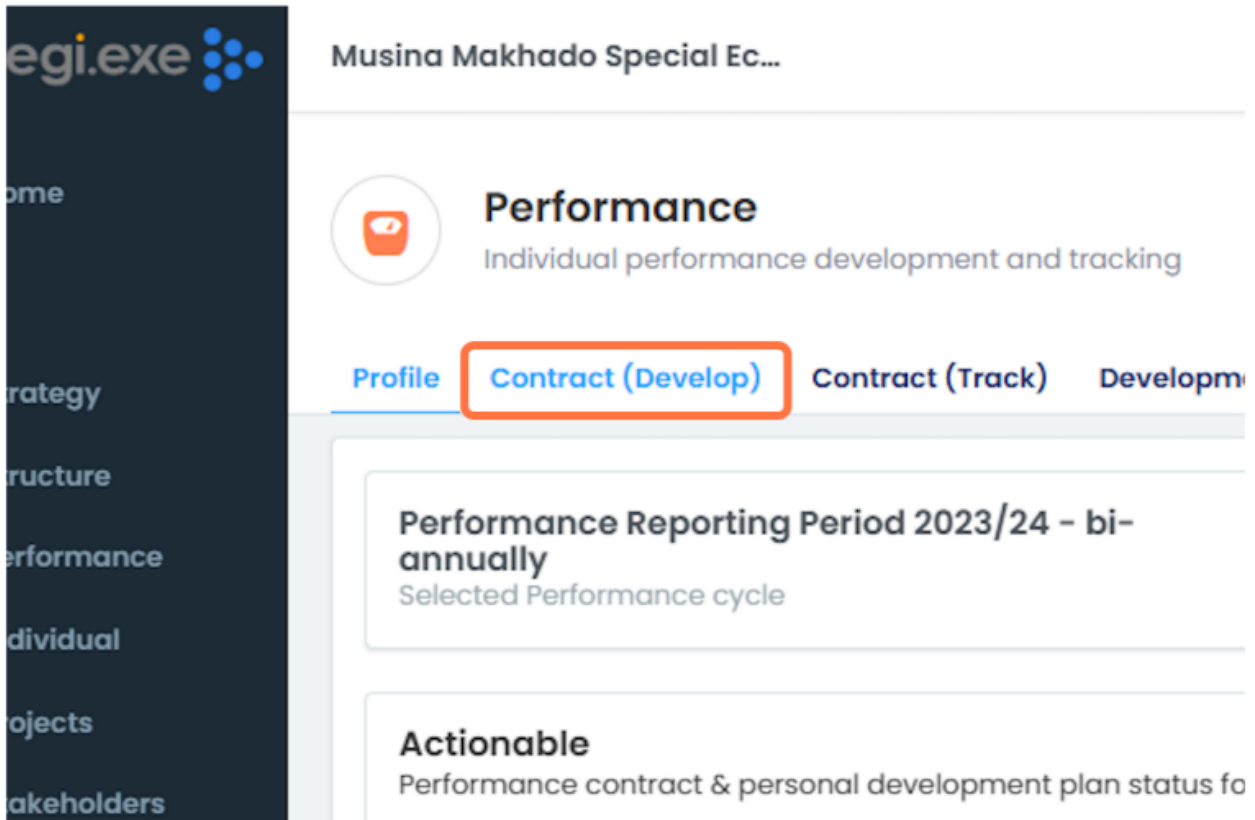


# Developing Performance Contracts

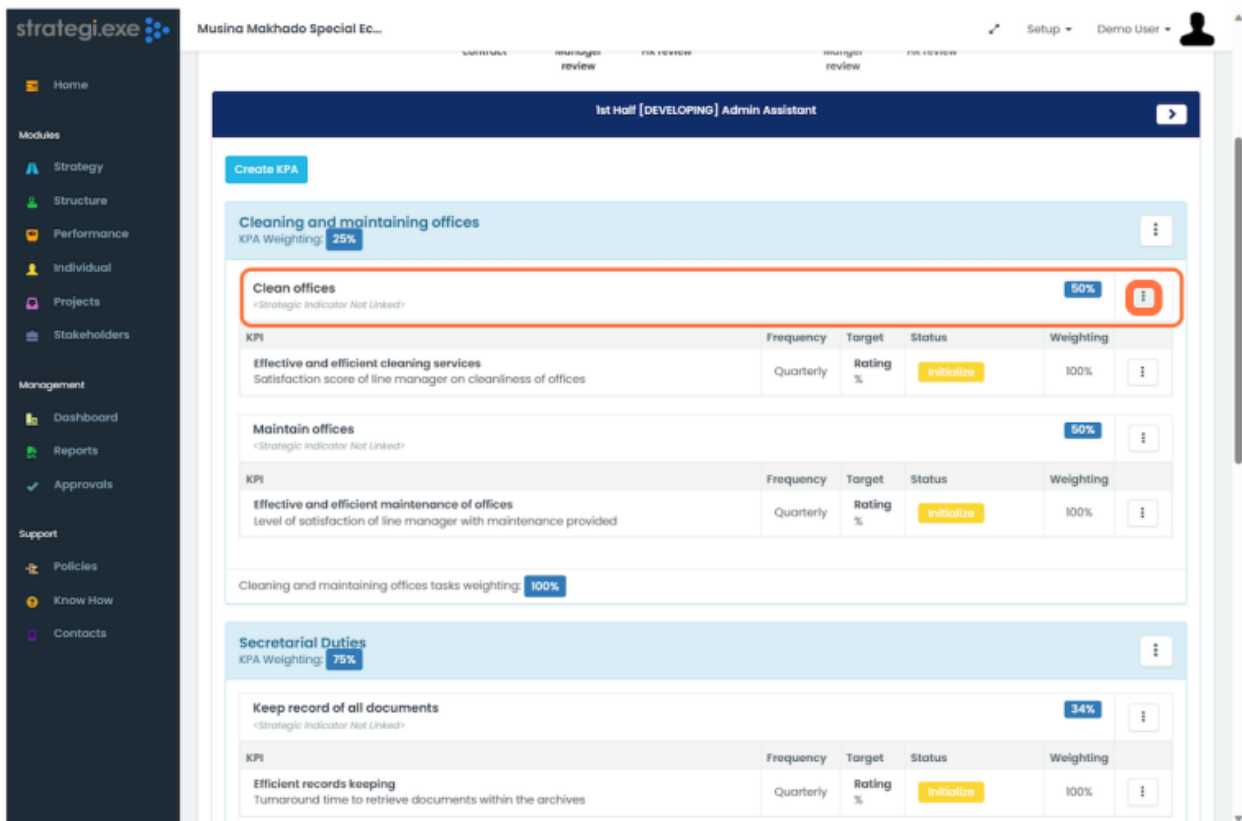
1. Once logged in to StratXE, from the home page click on the "Performance" module.



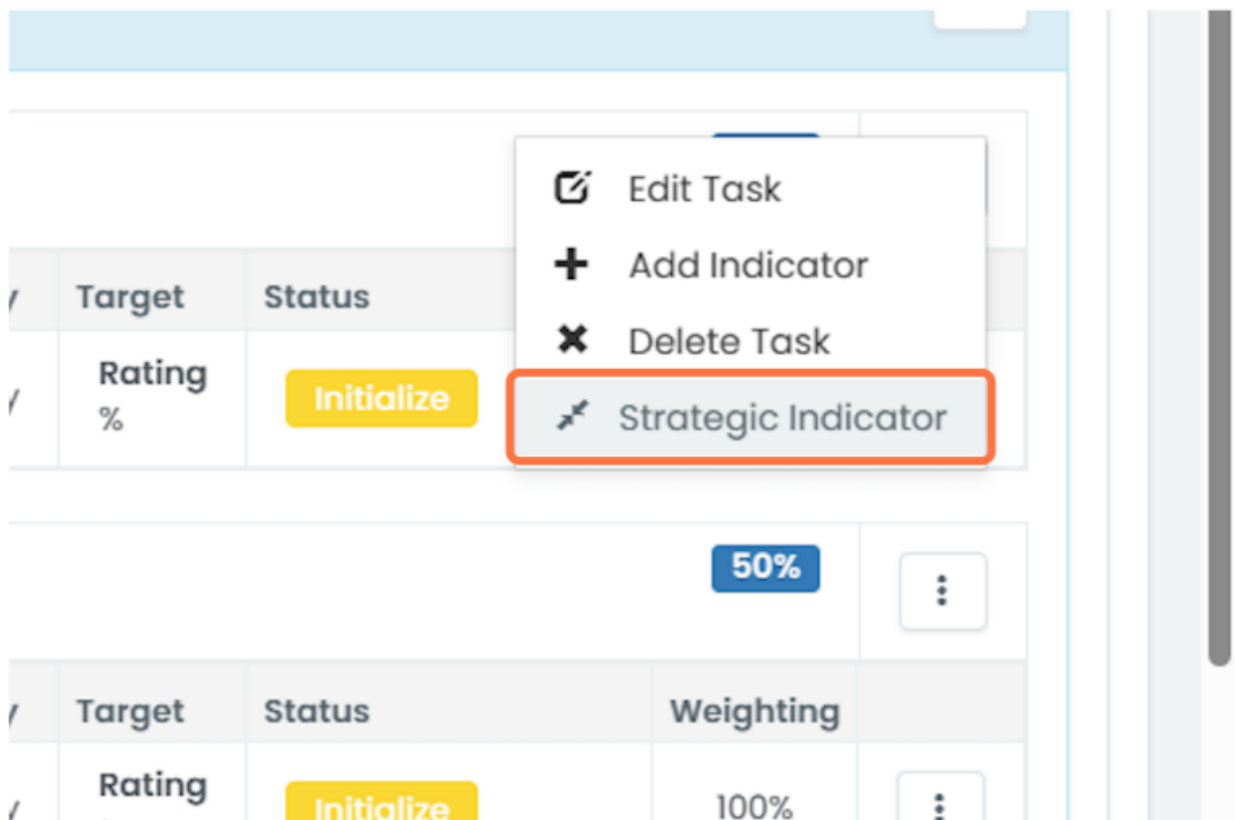
2. To create a new Performance Contract, based on a users Job Profile and Template, click on "Contract (Develop)" and then "Create".



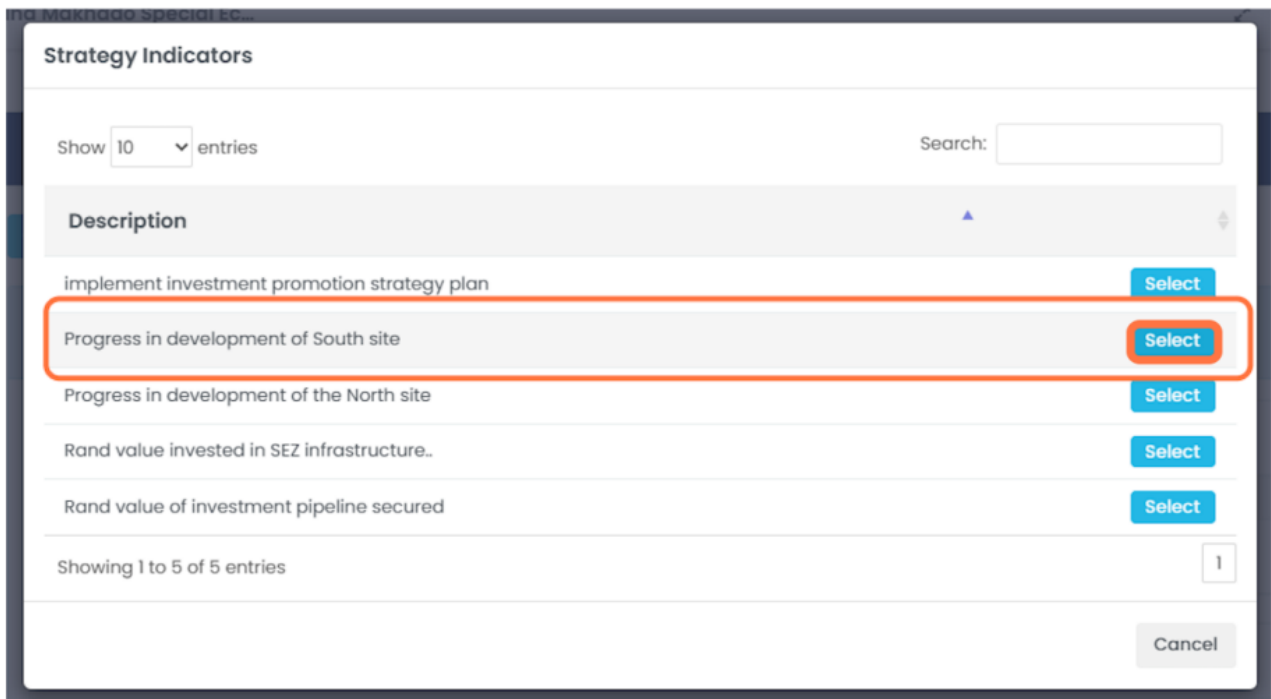
- Each Key Performance Area can be linked to a Strategic Indicator, this will help to measure and track organizational performance. To link a Strategic Indicator to a KPA begin by clicking the drop down trigger next to the KPA. (Illustrative example below)



- Then click on "Strategic Indicator".



5. Click "Select" next to the Indicator that must be linked to a KPA. This will close the pop up window, allowing you to repeat the process until all KPA's have Strategic Indicators assigned. Please note that not all KPA's require Strategic Indicators to be linked to them.



6. Each KPA, Task, Indicator, and their individual weighting, can be edited on the Performance Contract. It is important that the weighting for each of these components must add up to 100%. Once satisfied, click on "Initialize" for each task, to initialize measurement.

50%				
Frequency	Target	Status	Weighting	
Quarterly	Rating %	Initialize	100%	
50%				
Frequency	Target	Status	Weighting	
	Ratina			

7. Once initialized, the user will be prompted to set a target for the indicator. To begin, click on "View" next to the indicator.

50%				
Frequency	Target	Status	Weighting	
Quarterly	Rating %	View !	100%	
50%				
Frequency	Target	Status	Weighting	

8. A dialogue box will appear within which details about the target can be defined. Once done, click "Save" to save the target and then "Close" to exit the dialogue box. This step must be repeated for all the indicators.

**Indicator** - Effective and efficient cleaning services

**Measure:**  
Satisfaction score of line manager on cleanliness of offices

**Target Type:**  
percentage

**Function:**  
Rating

Period	Indicator Rating
Quarter 1	1-5 ?
Quarter 2	1-5 ?

**Save** ✓

Close

9. Once the above steps are completed, the contract can be submitted .

**Projects**

**Stakeholders**

**Management**

**Dashboard**

**Reports**

**Approvals**

**Part**

**Policies**

**Know How**

Secretarial Duties tasks weighting: **100%**

KPA's weighting total: **100%**

Once your contract is defined, submit to manager for review

**Submit Contract**

**Comments**  
Updates and attachments

10. This will submit the contract to the line manager for approval. The line manager will be notified of a contract pending approval via email.

**Performance**

Individual performance development and tracking

Dashboard

Reports

Profile

**Contract (Develop)**

Contract (Track)

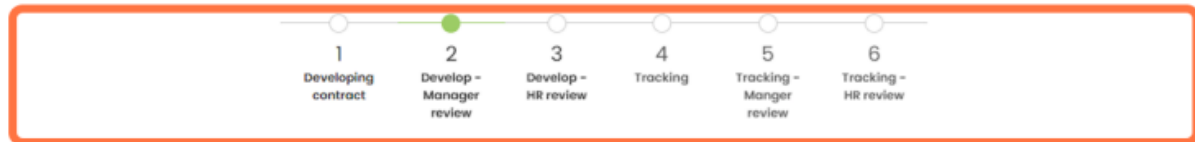
Development Plan

**My Contract**

My People

My HR

2023 ▾



1st Half [MANAGER REVIEW] Admin Assistant

**Cleaning and maintaining offices**

KPA Weighting: 25%

**Clean offices**

&lt;Progress in development of South site&gt;

50%

KPI	Frequency	Target	Status	Weighting
Effective and efficient cleaning services Satisfaction score of line manager on cleanliness of offices	Quarterly	Rating %	<a href="#">View</a>	100%

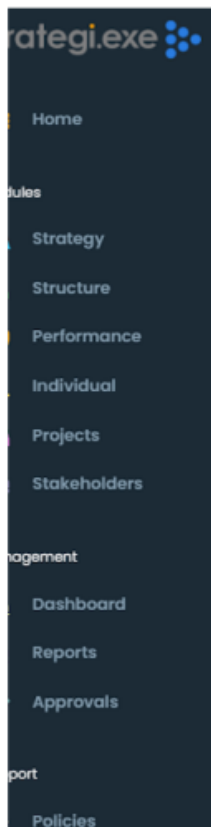
**Maintain offices**

&lt;Progress in development of South site&gt;

50%

KPI	Frequency	Target	Status	Weighting
-----	-----------	--------	--------	-----------

11. From the Line Managers perspective, they can review all pending performance contracts by going to the "Performance" module page and clicking on "Contract (Develop)".

**Performance**

Individual performance development and tracking

Profile

**Contract (Develop)**

Contract (Track)

Development Plan

**Performance Reporting Period 2023/24 - bi-annually**

Selected Performance cycle

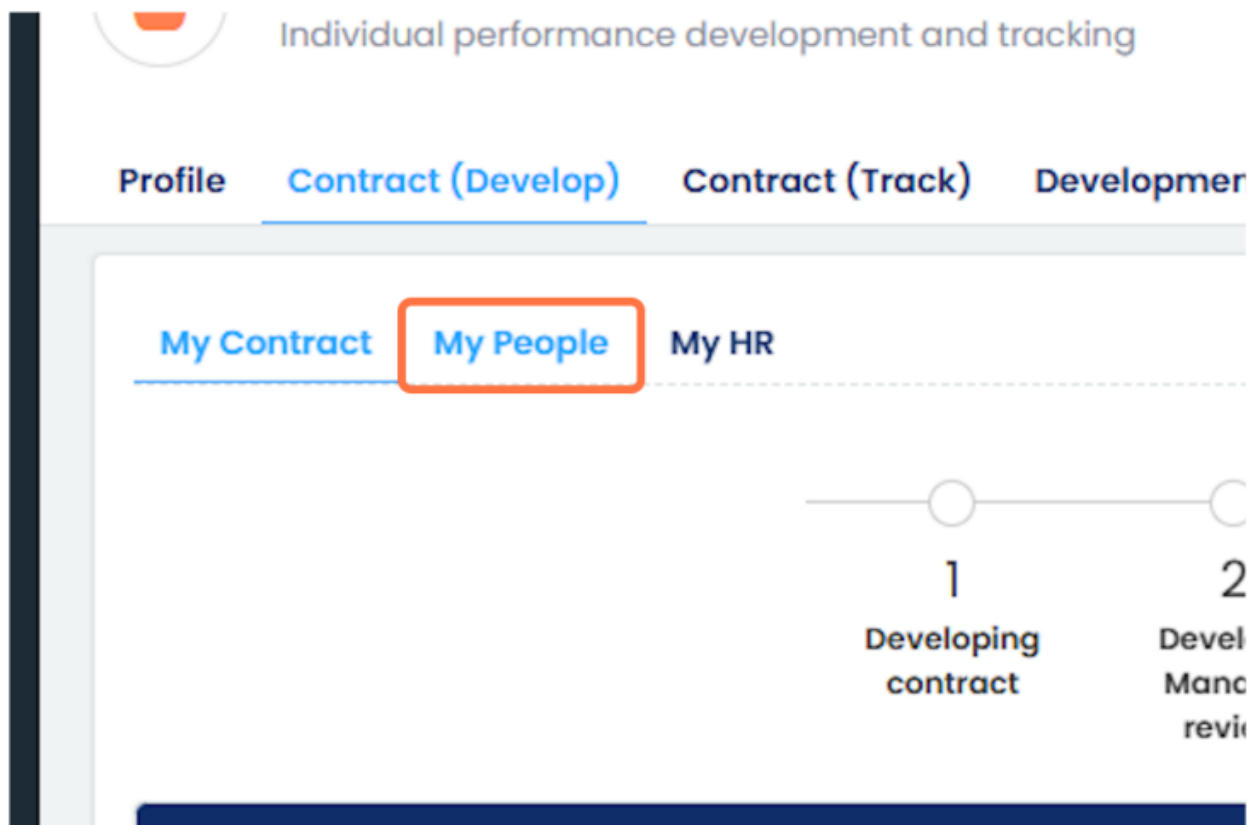
2023 ▾

**Actionable**

Performance contract &amp; personal development plan status for 2023

	Contract(Develop)	Contract(Track)	Dev. Plan
Me	APPROVED <a href="#">Track</a> <a href="#">Track</a>		No Plan <a href="#">Create</a>
My People	<a href="#">Review (1)</a>	✓	✓
My Hr	✓	✓	✓

12. Click on "My People".



13. Then click on "Review" next to the contract pending approval.

	Status	
1.com	1st Half : APPROVED	<a href="#">View</a>
ia.com	1st Half : MANAGER REVIEW	<a href="#">Review</a>
@africaia.com	1st Half : DEVELOPING	<a href="#">View</a>

14. The manager can then review if the Performance Contract is satisfactory. If yes, the manager can approve the contract by clicking "Approve". If not, the manager can decline the contract but will be required to provide comments as to why. Declining the contract will send it back to the employee who set it up.

strategi.exe Musina Makhado Special Ec... Setup Cebo Ngobese

KPI	Frequency	Target	Status	Weighting
Efficient records keeping Turnaround time to retrieve documents within the archives	Quarterly	Rating %	<a href="#">View</a>	100%

Record meeting minutes  
<Hand value of investment pipeline secured> **33%**

KPI	Frequency	Target	Status	Weighting
Efficient meeting minutes management Turnaround time to record and disseminate meeting minutes to members	Quarterly	Rating %	<a href="#">View</a>	100%

Take messages for the line manager  
<Implement investment promotion strategy plan> **33%**

KPI	Frequency	Target	Status	Weighting
Efficient communications management Turnaround Time to record and relay messages to line manager	Quarterly	Rating %	<a href="#">View</a>	100%

Secretarial Duties tasks weighting: **100%**

KPA's weighting total: **100%**

**Review Action**


[Add more KPIs](#)

[APPROVE](#) [DECLINE](#)

**Comments**  
Updates and attachments

[How](#)

15. Once the manager approves a contract, it will then be sent to the HR partner for their review. The HR partner will be able to review contract by going to the "Performance" module page, clicking on "Contract (Develop)" and then "My HR".

 **Performance**  
Individual performance development and tracking

[Profile](#) [Contract \(Develop\)](#) [Contract \(Track\)](#) [Development Plan](#)

[My Contract](#) [My People](#) [My HR](#)

Name	Title
Cebo Ngobese	CEO
Demo User	Admin Assistant

16. From this page, the HR partner will be able to review any pending contracts.

17. If the contract is satisfactory, the HR partner can approve the contract. This will notify the employee that their performance contract has been approved. If not, the HR partner can decline the contract but will be required to provide comments as to why the contract was declined.

strategi.exe Musina Makhado Special Ec... Setup Cebo Ngobese

**Performance**  
Individual performance development and tracking

[Profile](#) [Contract \(Develop\)](#) [Contract \(Track\)](#) [Development Plan](#)

[My Contract](#) [My People](#) [My HR](#)

2023

Name	Title	eMail	Status
Cebo Ngobese	CEO		1st Half : APPROVED <a href="#">View</a>
Demo User	Admin Assistant		1st Half : HR REVIEW <a href="#">View</a>



Dashboard

Reports

Approvals

Policies

How How

Contacts

Review Action

feedback on review

APPROVE

DECLINE

Close of the period and skip tracking input.

Cancel Period

Revision #1

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