

Performance Management Deployment Guide

Purpose of Deliverable

This document describes the plan and guidelines for deploying the Innovation Minds Performance Management program. It provides organizations with recommended best practices for implementing a continuous performance management strategy that aligns employee goals with business objectives while fostering ongoing coaching, development, and accountability.

The guide outlines the deployment approach for AI-powered Goals & OKRs, continuous feedback, performance reviews, competencies, calibration, bonus planning, succession planning, and performance analytics. The deployment plan is designed to remain flexible and adapt based on organizational priorities, timelines, and adoption outcomes.

Intended Audience

This document is intended to serve as an implementation guideline for organizations deploying Innovation Minds Performance Management. It provides HR leaders, managers, executives, and project stakeholders with a clear understanding of the recommended deployment process, stakeholder responsibilities, and best practices for launching and sustaining a successful performance management program.

It may also serve as a reference document for Customer Success Managers and implementation partners supporting organizations throughout deployment.

Process

Launch Team

Innovation Minds will provide a dedicated Customer Success Team to guide your deployment from planning through post-launch optimization. Your team will include a Customer Success Manager, Implementation Specialist, and Performance Management Consultant who will partner with your organization to ensure a successful rollout and long-term adoption.

Project Team

Your internal project team should include HR leaders, People Operations, business leaders, IT representatives, and managers who understand your organization's performance processes and business objectives. Together with the Innovation Minds Launch Team, they will establish project goals, define timelines, assign responsibilities, and oversee successful implementation.

Define

The first step is defining your organization's performance philosophy and deployment objectives.

Innovation Minds will work with your team to identify business goals, establish review cycles, determine goal-setting methodologies, define competencies, configure rating scales, and identify key performance metrics. During this phase, implementation timelines and success criteria will also be established.

Design

Your Innovation Minds Launch Team will configure the platform to align with your organization's performance management strategy.

This includes configuring:

- Company Goals & OKRs
- Department Goals
- Individual Goals
- Performance Review Templates
- Skills & Competencies
- Continuous Feedback
- 1:1 Conversations
- Calibration
- Bonus Planning
- Succession Planning
- Performance Dashboards
- Notifications and Permissions

The platform will also be branded according to your organization's identity while ensuring a seamless user experience across web and mobile devices.

Dependencies

During this phase, responsibilities between your organization and Innovation Minds will be clearly established.

Innovation Minds will manage platform configuration, implementation guidance, administrator training, and deployment support, while your organization will provide employee data, organizational structures, performance policies, approval workflows, and internal communications required for deployment.

Prime

Before launching organization-wide, your Launch Team will help prepare managers and employees by introducing the Performance Management experience through pilot groups or selected business units.

Training sessions, best practices, and recommended workflows will be shared to familiarize users with goal setting, continuous feedback, 1:1 conversations, performance reviews, and development planning.

Risk Assessment

Potential deployment risks will be identified early to minimize delays and improve adoption.

These may include incomplete employee data, unclear performance processes, insufficient manager readiness, communication gaps, or competing organizational priorities. Innovation Minds will work closely with your project team to develop mitigation plans and ensure deployment milestones remain on track.

Onboard

Innovation Minds will work with your organization to develop a communication and training strategy that prepares managers and employees for launch.

Administrator training, manager enablement sessions, employee onboarding materials, and Single Sign-On (SSO) integration will be completed prior to launch to provide a smooth user experience.

Collect

Following the initial rollout, Innovation Minds will help collect employee and manager feedback through surveys, platform analytics, and adoption reporting.

This feedback provides valuable insights into user experience, adoption challenges, and opportunities for improvement.

Analyze

Your Customer Success Team will review deployment metrics and provide recommendations based on adoption trends, participation rates, goal completion, review progress, and overall platform usage.

Insights gathered during this phase will help identify strengths, improvement opportunities, and recommended next steps.

Execute Improvement Plan

Innovation Minds will work with your project team to implement recommended improvements, optimize workflows, refine review processes, and increase adoption through additional coaching, communications, and training where needed.

Continuous optimization ensures your Performance Management program evolves alongside your organization's goals and workforce.

Communication

Your Launch Team will help develop a communication plan that supports awareness, adoption, and ongoing engagement.

Recommended communication phases include:

- **Pre-Launch** (*Purpose: Build awareness and prepare employees for the upcoming Performance Management program.*)

- **Launch** *(Purpose: Introduce the platform, communicate expectations, and guide employees through goal creation and platform access.)*
 - **Post-Launch** *(Purpose: Reinforce best practices, encourage continuous feedback, and promote ongoing manager-employee conversations.)*
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Launch

Once configuration, testing, and training are complete, Innovation Minds will launch the Performance Management program across your organization.

Your Launch Team will provide support during go-live, monitor adoption, answer questions, and help ensure a successful transition to continuous performance management.

Expand

As your Performance Management program matures, organizations are encouraged to expand their employee experience by integrating additional Innovation Minds solutions such as Employee Engagement, Recognition & Rewards, Surveys, Innovation Management, Corporate Social Responsibility, Project Management, and People Analytics.

Together, these solutions create a connected employee experience that strengthens engagement, recognition, development, collaboration, and organizational performance.