Team Recommendations Matrix

Team and Description	Recommendations	Term (L-Long, S-Short)	Assigned	Reported to LMT	Action Officer Assigned	Action Begun	Action Completed	Monitors Assigned	Notes:
Team B Decision-making Consistency	**Significant Dates >>>>>>>**		11 08	03 09					
	1. Development of and Adherence to SOP's.	**L**							Deferred to Team A
	2. Division Goals need to be established that support and reinforce Department Goals.	**S**							
	3. LMS well-trained on City and Department's Policies (Hampton LEADS).	**L**							
	4. Information flow improved throughout the Department.	**L**							Calendar Access
Team D Employee Satisfaction Taken Seriously			11 08	05 09					
	1. Awards Selection - Advisory Board	**S**							
	2. Implementation of a Job Well Done Form	**S**							
	3. Development of an Employee Value Package	**L**							
	4. Using the Exit Interview to Track Trends	**S**							
Team C LMS Effeectiveness			11 08	06 09					
	1. Revamp PMP's and PMP process to better meet the needs of staff.	**L**							
	2. Training program to be created and implemented in conjunction with defined role of supervisory employees.	**S**							
	3. Training on and adherence to spending policies.	**S**							
	4. Create a better balance between work load and work force.	**L**							
	5. Development of information sharing processes for the Department.	**L**							
Team A Written guidance is available…	Not yet reported.		11 08						
Team E Accurate and timely information …	Not yet reported.		11 08						