

Matthews Appliance

2015 Q2 - Quarterly Action Plan

Goal:

Complete the necessary management system to allow Tim and Pam to confident they can monitor the business from afar.

Objectives:

- open meant TY RE as the management model for Matthews appliance.
- establish necessary benchmarks to monitor the company.
- assign metrics to each management within the company to develop accountability.
- used TY RE metrics to monitor weekly progress against targets for each department.

Resources:

Matthews business plan	Weekly meeting agendas	Current company training
Matthew's current budget	Matthews current marketing data	Matthews current CRM data
TY RE management model spreadsheet	Current company position descriptions	Current personnel review forms
Matthew's current sales data		

Action Plan:

Activities	Who's Doing It	Planned Complete	Actual Complete
1. Complete TYRE form			
2. Review and set targets to achieve revenue goal for each functional area			
3. Update position descriptions to reflect metrics for responsibilities			
4. Outline training plan for each role			
5. Create and document training for each position			
6. Conduct training for TY RE companywide			
7. Update weekly department meeting for TY RE metrics			
8. Monitor weekly and quarterly progress on the plan company goals			
9. Measure of position performance against new metrics			
10.			
11.			
12.			
13.			
14.			
15.			

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