# Approval Request for *Clear Review* Performance Management Software

**Contents**

1. Summary of request
2. What is Performance Management software?
3. Why do we need it?
4. What benefits can we expect?
5. What are the costs?
6. Key questions and answers

**1. Summary of request**

We are seeking budgetary approval for [£x,000] for the implementation of *Clear Review*, a cloud-based performance management software system, at our organisation. This document outlines the purpose of the software, the expected benefits and costs, and answers some key questions that senior management may have.

**2. What is Performance Management software?**

Performance management software is designed to **maximise employee performance and engagement, leading to improved business performance**. *Clear Review* does this by:

* Enabling employees and their managers to agree high quality **performance objectives** that are **aligned** to the overall goals of the organisation.
* Enabling employees and their managers to agree targeted **personal development plans** to improve their skills, knowledge and behaviours.
* Encouraging employees to **regularly review their progress** against their objectives and personal development plans and **overcome obstacles** to success.
* Encouraging team members and their managers to have **regular check-ins** and **take action** to ensure performance stays on track.
* Enabling future-focused **performance reviews** to take place with **minimal administration**.
* Empowering team members to give each other **regular, in-the moment feedback.**
* Giving senior management **clear visibility of performance** across the organisation.
* Improving the performance management **skills** of managers and team members via built-in, **engaging, animated videos**.

**3. Why do we need it?**

Evidence has shown that effective performance management systems can lead to better business performance. Research by Sibson and WorldatWork revealed that 64% of the top performing companies had performance management systems that were rated as effective, compared to only 36% of the bottom performing companies.

[Use this section if you are currently using a paper-based system or using Word/Excel]

However, our current performance management system is [paper-based / based on Word/Excel forms] and therefore is not entirely effective. We have no visibility of performance and development across the organisation and our processes are not satisfactorily encouraging year-round performance management. In order to gain genuine improvements in employee performance, employees and managers need to regularly review progress against objectives and personal development plans, and this is difficult to achieve with [paper/Word/Excel] forms.

[Use this section if you are looking to replace an existing computer-based system]

However, our current performance management system is not effective for the following reasons:

[Insert reasons why your current system is not effective here]

**4. What benefits can we expect?**

We expect *Clear Review* to bring the following benefits:

* Better quality objectives being set which are aligned with overall business priorities
* A higher % of objectives being successfully achieved each year
* Increased focus on personal development and understanding of development needs, leading to improved levels of skills, knowledge and behaviours
* More managers having regular one-to-ones (check-ins) with their staff, which has been proven to increase employee motivation and performance
* More regular feedback being given and requested. Research has shown that this increases performance by up to 39%.
* An increase in the quality and completion rate of performance reviews
* Visibility of performance and development data across the organisation through management reporting capabilities
* Reduced time spent on the administrative aspects of performance management by employees, managers and HR
* [insert any other benefits that are specific to your organisation]

**5. What are the costs?**

*Clear Review* will cost £x,000 + vat per annum. This is a fully inclusive cost and covers the licence fee, cloud-hosting and technical support.

There will be a one-off additional cost of £x to train our internal administrators on how to use and configure the system. By investing in this training, we will be able to maintain and configure the system ourselves in future, without having to pay for consultancy support.

**6. Answers to key questions**

**Why was *Clear Review* chosen?**

We looked at a number of performance management systems on the market. We chose *Clear Review* because:

* It encourages year-round performance management and genuine performance improvement, whereas other systems place too much emphasis on annual performance appraisals
* it is incredibly easy for employees to use so they won’t require training
* it can be accessed via any modern web browser, as well as on tablets and mobile devices
* it has a modern look and feel that our employees will find engaging
* it is cloud-based so we don’t have to host and maintain the software ourselves, and we will benefit from future system updates automatically, without additional cost

**Will our data be secure?**

*Clear Review* was built specifically as cloud-based software, so security is integral to all aspects of the system:

* Access to the system is encrypted via the latest [Transport Layer Security (TLS)](http://en.wikipedia.org/wiki/Transport_Layer_Security)
* The system and data is securely hosted on Amazon Web Services (AWS)’ cloud infrastructure in Ireland. AWS have achieved all the key data security and compliance accreditations, including ISO9001 and the UK Government’s G-Cloud. You can find out more [here](http://aws.amazon.com/compliance/).
* Cloud hosting means that there is no single point of failure, so if a hosting server breaks down, data is not lost and access to the service is not impacted. All data is backed up daily as a precaution however.

**Who is behind *Clear Review?***

*Clear Review* is a UK-based company that has been providing performance management consulting since 2006 and software since 2010. The *Clear Review* system is used by thousands of employees in over 15 countries.