



# FROM ANNUAL DEVELOPMENT PLAN (ADP) TO PERFORMANCE MANAGEMENT SYSTEM (PMS)

## PHASE A Preparing for the PMS [ADP approved in Q4 of the previous year]

- 1 Identify "Vital Few" High-priority Projects\***  
Fill form PMS-A1 of the Handbook with 3–5 vital few projects per ministry from ADP.
- 2 Define Performance Contract Operations Section D**  
Include vital few projects in the Performance Contract of the minister in the Operations Section D and sign performance contracts by July 14th.
- 3 Nominate Accountable Officers**  
Fill form PMS-A2 for nominating officers.
- 4 Train Efficiency Officers and Other Users**  
Use video-animated tutorials and e-learning.

Before July 14

By end of July

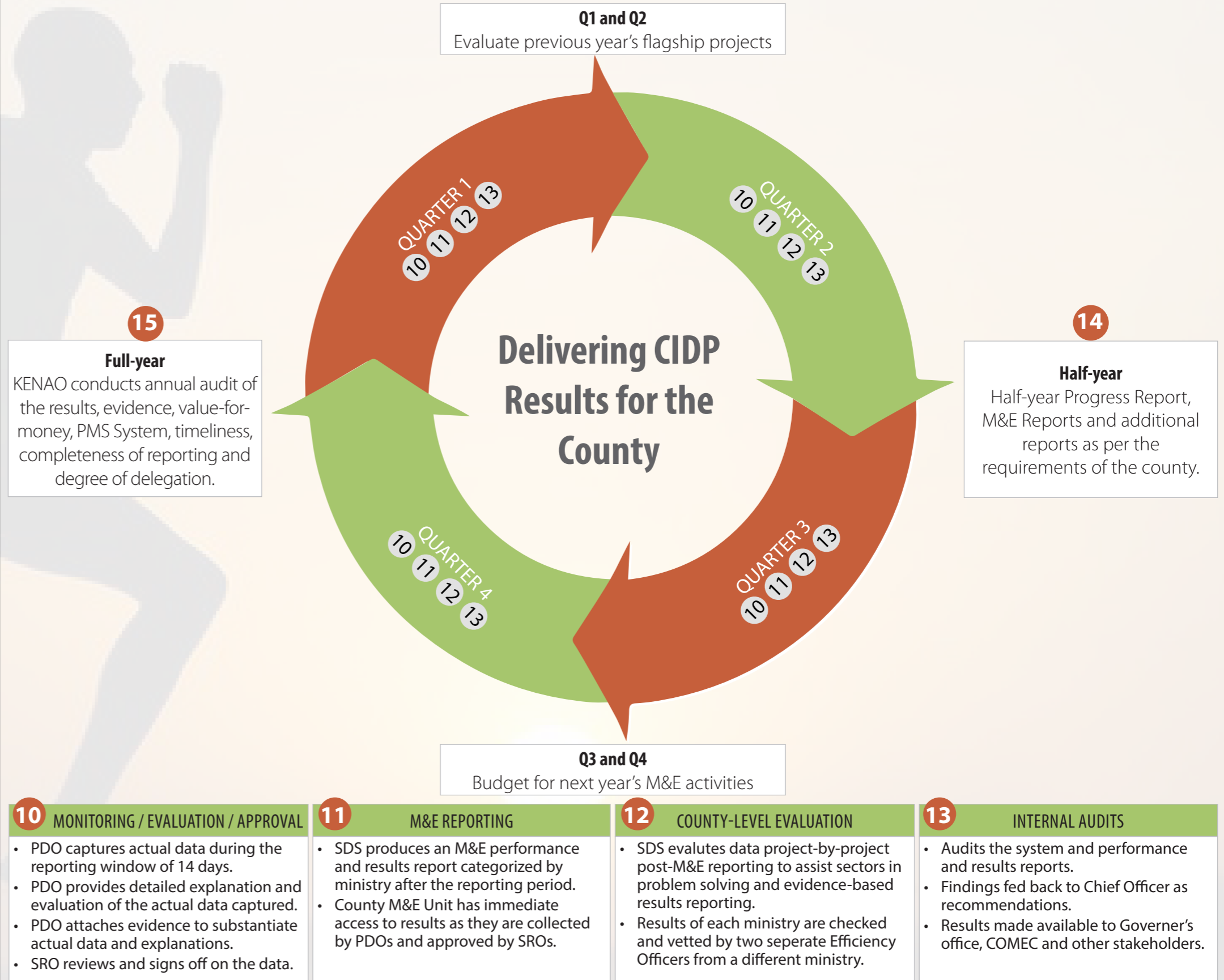
\* According to the 80/20 principle, time and budget invested in 20% of the projects can result in 80% impact on the lives of citizens — making it highly important to select the "Vital Few" projects that have maximum impact.

## PHASE B Action Learning in the County

<b>5 DAY 1</b> Governor Hosts Presentation to all CEC Members and Chief Officers on the PMS	
<b>6 DAY 2</b> Action Learning for Efficiency Officers to Configure Electronic PMS	<b>7 DAY 3</b> Action Learning for PDOs and SROs on Project Sheets
<b>8 DAY 4</b> Practice Ministry Performance and Results Meeting	<b>9 DAY 5</b> Practice Governor's Country Performance and Results Meeting

The Governor's Office, County Secretary and Chief Officers, supported by daily work of Efficiency Officers and prompts of the online system, must ensure that the PMS Way of Working is followed.

## PHASE C Sustaining the PMS



Refer to Chapter 4 of the "County Performance Management System Handbook" for more details on the implementation steps.

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