The following infographic provides a visual representation of the performance development process.

The infographic shows a four part cycle of plan, act, monitor and review. Regular feedback and coaching are important parts of the process and occur throughout the plan, act, monitor and review cycle.

Plan includes the documentation of individual work, project and developmental objectives. It is completed before the start of the review period. Objectives are written using the SMART method.
Act represents following through on the performance plan. Positive performance is recognized through feedback. Coaching is used to support positive performance.

Monitor includes the tracking of planned performance.
Review occurs at the end. It refers to documenting progress made in achieving the performance plan. It includes meeting to discuss accomplishments compared with planned performance.