## Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click to enter name | Team: | Click to enter team |
| Department/division: | Click to enter department | Manager: | Click here to enter name |

## Objectives

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Objectives**  *(Capture a description of key objectives below)* | **How will this be achieved?**  *(Include reference to targets, key results or performance indicators for meeting / exceeding where applicable)* | **Any specific knowledge, skills, training and/or support needed to meet / exceed?** | **Timeframe**  (for key milestone / completion) | **Measures and impact** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

## Values - Commitment

Where applicable, outline how as part of your objectives you will demonstrate one or more of our Professional Services Together shared principles ['People, Collaboration and Quality'](https://staff.admin.ox.ac.uk/professional-services-together/about) principles or a value / behaviour framework where available in your area in your team/department/area over the coming year.

* *Add bullet points*