**Operations Performance Tracking Form**

**[Company Name]**[Department: Department]  
[Reporting Period: From [Date] to [Date]  
[Prepared By: [Name]  
Date: [DD/MM/YYYY]

**Key Performance Overview**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **KPI Category** | **Performance Indicator** | **Target** | **Actual** | **Variance** | **Status** | **Remarks** |
| Productivity | Units Produced | 1,000 | 950 | =D2-C2 | Below Target | Machine downtime |
| Quality | Defect Rate (%) | 2% | 1.5% | =C3-D3 | On Track | Improved checks |
| Efficiency | On-Time Delivery (%) | 95% | 92% | =D4-C4 | Below Target | Supplier delay |
| Cost Control | Operating Cost (USD) | 50,000 | 48,500 | =C5-D5 | Within Budget | Cost savings |
|  |  |  |  |  |  |  |

**Variance:** =Actual – Target

**Department-Wise Performance Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | Key Activity | Target Outcome | Actual Outcome | Performance Rating (1–5) | Comments |
| Operations | Daily Production | 100 Units | 95 Units | 4 | Slight delay |
| Logistics | Timely Dispatch | 98% | 96% | 4 | Weather impact |
| Maintenance | Equipment Uptime | 99% | 97% | 3 | Planned repairs |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Issues and Challenges**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Corrective Actions Planned**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue Identified | Action Required | Responsible Person | Due Date | Status |
| Equipment delay | Preventive maintenance | Maintenance Head | 15/05/2025 | In Progress |

**Overall Performance Evaluation**

* **Overall Rating:** ☐ Excellent ☐ Good ☐ Satisfactory ☐ Needs Improvement
* **Manager Comments:**

|  |
| --- |
|  |
|  |
|  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | **Designation:** |  |
| **Signature:** |  | **Date:** |  |

*This form helps track operational efficiency, identify performance gaps, and support continuous improvement across departments.*