



OBJECTIVES AND TARGETS MONITOR

(Ref. FORM GA 08)

Process	Objective/Target	Basis of Objective	Actual Performance		Responsible
Business Management	Board Meetings	Analyze business results for probable growth, profitability and risk. Ensuring Budget maintained and results presented to Board Members	Min of 2 meetings per annum	Feb/Jul	Managing Director
	Exco Meetings	Manage Budget and Overheads and deal with Agenda items and discuss Cashflows	Min of 4 meetings per annum	Feb/May/Aug/Nov	Managing Director
	Project Review Meetings	Project Review and Project Analysis	Min of 4 meetings per annum	Jan/Apr/Jul/ Oct	Managing Director
	Tender Meetings	Business Meeting held with minutes distributed and presentation of Bid Register	Min of 3 meetings per annum	Mar/Jul/Nov	Tender Team Leader
	Maintaining Statutory Requirements	BBBEE Compliance Tax Clearance Compliance Validated	Reviewed regularly Monthly Basis	Reviewed regularly Monthly Basis	Office Administrator
Human Resource	Staff Performance Evaluations and Job Descriptions	Improve employee ability to Succeed Evaluate performance and roles	Bi Annual	May/ Nov	Office Manager
	Registration with ECSA or SACPCMP.	Registration with respective Council- Compliance requirement	Bi Annual; during Employee performance Evaluations	May/ Nov	Office Manager
	Bonus Awards to Deserving Staff	Reward good performance	Reviewed Annually	Dec	Managing Director
	March Salary Review	Reward good performance	Reviewed Annually	Mar	Managing Director



OBJECTIVES AND TARGETS MATRIX

Process	Objective/Target	Basis of Objective	Actual Performance		Responsible
	Review Healthcare Cost and Covers	Review Employee Benefits and Healthcare. Employee wellness programme	Reviewed Annually	Oct	Managing Director
Purchasing	Purchase from at least 80% BBBEE Certified Suppliers	Align with statutory vision for empowerment of Historically Disadvantaged Individuals	Preferential Procurement Method	During procurement of goods and services for TLS	Managing Director
Marketing- Solidify our Identity with Clients	Participating in Industry Related Activities	Increase Market Share Develop Additional Market Opportunities Increase client's perception of our Professionalism	Attendance of Engineering Conferences and Functions	Once Per year	Office Manager
	Website Updates		Regular website updated review	Once Per year	Managing Director
	Client Functions		Networking Events	Once Per year	Office Manager
Operations Incl.: Design; Site Supervision; Project Management	Project Resource Reports	Submission of Project resource reports, highlighting project issues and resource allocation	Bi-Annual	Mar/Sep	Project Managers
	Clients Satisfaction Questionnaire	To be completed on the completion of a project done with a Project Director and completed	Reviewed Annually	Jul	Office Administrator
	Standard Filing Structure	Maintain a Standard Filing Structure within the Company for Projects	On Inception of Project	Reviewed and Approved on Inception of Project	QA Administrator
QA	Ensure the Targets and Objectives herein are met	This Targets and Objectives document	Meeting the targeted dates	Targets herein	QA Administrator
	To maintain the TLS Engineers and Project Managers QMS Certification once achieved	TLS Certificate and Internal Audit	Reviewed Monthly	Reviewed Monthly	QA Administrator
	Ensure back-up of all documentation	Securing of information	Reviewed Monthly	Min. every Friday	QA Administrator



OBJECTIVES AND TARGETS MATRIX

Name (Managing Director)

Approval Signature

Date