

COMPLETE MEASUREMENT MATRIX

Use the measurement matrix below to outline each major measurement milestone in your program.

Measurement Matrix for Employee Retention Recognition Program

Category	Tasks	Responsibilities	Required Resources	Due Date Timeline
Align Measurements with Objectives	Determine baseline measurement for employee turnover	Director of Human Resources	12-month history of employee turnover	
Quantitative Measures	Set 12-month goal, determine the desired decrease in employee turnover	Director of Human Resources	12-month history of employee turnover	
Qualitative Measures	Develop tracking system to report employee turnover on a quarterly basis	Director of IT and Human Resources Project Manager	Software tracking solution	
Other				