

MEMORANDUM

TO: Asset Management Team

FROM: J. Anya Sharma, Director of Asset Management

DATE: October 26, 2023

SUBJECT: Action Required: KPI Development for Strategic Objective FY25-01

Team,

As discussed in our quarterly planning meeting, the board has approved our key strategic objectives for the upcoming fiscal year. The most critical of these is **SO-FY25-01: Improve overall fleet reliability by 10%**.

To ensure we can effectively track our progress and make data-driven decisions, we need a robust measurement framework. I am tasking you with developing a set of Key Performance Indicators (KPIs) for this objective.

Please prepare a formal recommendation that outlines a balanced set of three (3) leading indicators and three (3) lagging indicators. For each proposed KPI, provide a clear definition including its data source, calculation method, and a proposed target.

Your recommendation is due by EOD next Friday. This framework will be the foundation of our performance dashboards and monthly reporting.