How to use this pack



This template is designed to help **you** easily track and plan compensation for your RevOps team. It will help you set clear incentives, measure performance, and calculate payouts automatically – so you're always on top of your team's compensation.

How to use it:

1. Team & base info:

Enter your team members' names, roles, base salaries, and incentive % here. This is the foundation of your plan.

2. KPI definitions & weights:

Define 3–4 KPIs (e.g., forecast accuracy, CRM data quality) with target values and assign weights based on their importance. Keep the total weight at 100%.

3. **Performance input:**

Enter actual results for each KPI each period (monthly or quarterly). This is where you'll track performance, and we'll calculate all your weighted scores for you.

4. Calculations & incentives:

This tab calculates your incentive payouts for you. No need to fill anything out here, simply copy across the total weighted scores from the previous tab.

With this template, you'll have a clear, easy-to-manage system for setting goals, tracking progress, and ensuring your team is fairly rewarded.

Team & roles

Employee name	Role	Level	Base salary	Incentive %	Start date	Manager
Alice Johnson	RevOps Manager	Senior	\$120,000	20	2024-01-10	Michael Lee
Ben Carter	RevOps Analyst	Mid	\$85,000	15	2023-06-15	Alice Johnson

KPI targets & weights

KPI name	Description	Target value	Weighting
Forecast accuracy	% accuracy of revenue forecast	95%	50%
CRM data quality	% clean CRM data	98%	30%
Sales cycle time	Average days to close deals	30	20%

(List each KPI score % as decimals)

Employee name	Period	Forecast accuracy	Weighted score	CRM data quality	Weighted score	Sales cycle time	Sales cycle %	True sales	Weighted score	Total weighted score
Alice Johnson	QI 2025	0.93	0.47	0.96	0.29	32	93.8	0.94	0.19	0.94
Ben Carter	QI 2025	0.90	0.45	0.99	0.30	36	83.3	0.83	0.17	0.91

Calculations & incentives

Employee name	Base salary	Incentive %	Period	Weighted KPI score	Incentive earned for period
Alice Johnson	120,000.00	0.20	Q1 2025	0.94	22,560.00
Ben Carter	85,000.00	0.15	Q1 2025	0.91	11,602.50