November 1, 2007

PROGRAM ASSESSMENT RATING TOOL GUIDANCE NO. 2007-6

TO: OMB PROGRAM ASSOCIATE DIRECTORS
                 OMB PROGRAM DEPUTY ASSOCIATE DIRECTORS
                 AGENCY PERFORMANCE IMPROVEMENT INITIATIVE LEADS
                 AGENCY PROGRAM ASSESSMENT RATING TOOL CONTACTS

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SUBJECT: Updating PART Information for Publication with the President's FY 2009 Budget

1. Purpose. This memorandum provides OMB Resource Management Offices (RMOs) and their agency counterparts with guidance for updating the status of existing improvement actions, performance data, and funding information, and establishing new performance improvement actions in PARTWeb. This information will be posted on ExpectMore.gov in early February. Agencies may also submit new performance measures for inclusion in their Program Assessment Rating Tool assessments.

> **This process, aimed to promote a cycle of continuous program improvement, remains unchanged from prior years. <u>Evidence shows that many programs have not paid sufficient attention to their improvement plans (see Attachment A)</u>. RMOs should expect agency managers for each program assessed using PART to:**
>
> - **Report in PARTWeb and assess their 2007 (or most recent) performance results relative to established performance targets;**
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> - **Identify impediments to program's performance and performance improvement efforts; and**
>
> - **Develop, implement, and update aggressive plans to address and overcome performance impediments to achieve measurable improvements in performance. The actions and status of these actions under these improvement plans should be entered in PARTWeb.**
>
> - **In PARTWeb, revise or establish, as necessary, ambitious yet achievable performance targets for long-term and annual performance measures.**

Changes made to PARTWeb reflect a focus to strengthen the Improvement Planning process. Improvement actions will now be tracked by expected completion date to ensure that agencies and programs are making progress toward completing them. <u>All programs are required to have an aggressive, up-to-date improvement plan, and the agency's total effort will be a factor in determining its Program Improvement Initiative progress score.</u>

The emphasis on Improvement Plans in the Fall Update process is but one element of focused PART activities aimed to motivate measurable improvements in program performance. This effort will focus on the following:

- Assess how well each program is doing relative to its most recent performance targets, i.e. for both long-term and annual performance goals and efficiency goals, with criteria almost entirely based on criteria for Questions 4.1 and 4.2 in the PART,

- Improve the quality and aggressiveness of PART performance measures and targets. This is being planned as a cooperative OMB and agency effort. Its aim is to ensure each program has ambitious performance goals that adequately capture the most important aspects of program purpose and strategic goals and enables them to demonstrate progress toward achieving them.

For this Fall Update, all efficiency measures must be entered and tracked in PARTWeb for the agency to receive credit on their Performance Improvement Initiative scorecard.

It is important for agencies and RMOs to collaborate regularly during the entire update process to ensure both are informed of all entries or changes made to the plans, especially those that occur at the last minute.

2. Schedule of Required Actions.

- **By COB December 1** – Agencies provide their OMB RMO with any <u>new/edited performance measures</u> to be added to PARTWeb.

- **By COB December 21** – Agencies enter <u>actual performance information</u> for past years, update future <u>performance targets</u> and develop an aggressive <u>improvement plan</u> in PARTWeb.

- **By COB 31 Decembe**r – OMB RMOs submit all approved requests of new/edited measures to OMB Performance and Personnel Management Office (PPM). <u>All efficiency measures must be entered into PARTWeb to receive credit and remain at green status on the Performance Improvement Initiative (PII) scorecard.</u>

- **By COB January 11** – Agencies and RMOs update and finalize performance data, Improvement Plan actions and status, and funding information.

- **By January 21** – OMB RMOs finalize 2007 Fall Updates (including updated FY 2009 budget funding information).

- **January 21** – PARTWeb locks; no additional changes can be made to any PARTs.

3. Entering information into PARTWeb. A new data entry screen called "Fall Update 2007" has been created in PARTWeb to facilitate data entry.

The "Fall Update 2007" screen is similar to the "2007 Spring Update" screen, as it only allows editing of certain portions of PART data. You access it by hitting the "2007 FALL" file link in your program assessment list.

The fall update version ("2007 FALL") was automatically pre-populated with the most recent assessment information (the "2007 SPR" version that was be posted on www.ExpectMore.gov) and will only allow the user to update information in the improvement plan, add new/edit performance measurement data and edit funding information. The updated information will be posted in the PART details on ExpectMore.gov when final, replacing the existing information.

Detailed instructions on how to enter and edit updated data in PARTWeb have been added to the PARTWeb user's manual (section 3), which can be accessed from the following website: http://www.whitehouse.gov/omb/part/partweb/partweb_user_manual_11-2007.pdf.

4. How to Create and Update Improvement Plans. More focus should be placed on creating achievable and trackable Improvement Actions. The Improvement Plan (also referred to as follow-up actions) is a key element of the PART process. All programs should have a set of current proposed actions to improve their performance. The follow-up actions listed in the

PART details on ExpectMore.gov are updated twice a year – in the spring for release in summer and in the fall for release with the President's Budget.

To better track improvement actions and determine the progress of program improvements, several enhancements have been made to PARTWeb;

1. **Date of Expected Completion** -- All improvement actions must now include an expected completion date and enter that date into PARTWeb.   This is a mandatory field.

2. **Date Updated** -- The date of the updated status will now be tracked and will automatically be entered by PARTWeb when the improvement action is edited.

3. **Ongoing and Completed Improvement Actions** -- Additionally, the display for ExpectMore.gov has been separated into ongoing improvement actions and completed actions. This will make it clearer to the public what improvement actions the program have taken to improve and what ongoing improvements the program is taking.

Since, updating improvement plans is one of the most crucial parts of the process and improvements plans should be aggressive and designed to improve program performance**, all PARTs must have on-going improvement actions that contribute to accomplishment of the program's long-term performance and efficiency goals.** Agencies should enter improvement actions in PARTWeb that show improvement toward long term goals of the program. If an improvement action has been completed, agencies must enter in new actions. PARTWeb must include several on-going program improvement actions.
Agencies should pay special attention to the PART summaries improvement action plans in the ExpcectMore.gov summary. The actions should be reviewed and synced up with the improvement plan in the PART details.   The PART summary is the first place the public interacts with your program on ExpectMore.gov.

Agency implementation of their improvement plans is tracked throughout the year, and the OMB PPM team reviews major agency progress on the Performance Improvement Initiative scorecard (formerly Budget and Performance Integration Initiative). **This Fall, OMB examiners and PPM will scrutinize all improvement actions in PARTWeb. The results of this review will be counted toward the progress scores for the PII scorecard for FY 2008 Q2.**

> To facilitate the updating of improvement plans, you may run a report (PART Program Improvements Custom Report (2007SPR Update) in PARTWeb that will list all planned improvement actions by programs. Detailed instructions on how to run the report can be found in the PARTWeb user's manual (section 6), which can be accessed from the omb.gov/PART website:
> http://www.whitehouse.gov/omb/part/partweb/partweb_user_manual_11-2007.pdf.

5. How to Update Funding Information. Funding information needs to be updated before PARTs are finalized for publication. All PARTs should list funding information for FY 2007 – FY 2009. Funding information entered into PARTWeb should be consistent with that presented in the *Budget of the United States Government, Fiscal Year 2009*.

a. Agencies and RMOs enter updated funding information into PARTWeb. By January 11, agencies and RMOs should enter the following information into PARTWeb.

- Funding information for PARTed programs. For all PARTed programs, agencies will need to provide funding for the prior, current, and budget years. As in the past, this information will be made available on the OMB website.
- Treasury accounts. Programs enter in the treasury accounts that fund the program. PARTWeb includes a list of all Treasury accounts from which the programs are funded.

b. OMB RMOs, verify the funding information. By January 21, 2008, RMOs should verify and enter final funding information into PARTWeb.

6. How to Update Performance Data. Agencies and OMB staff each are responsible for completing actions related to the fall update of performance data in PARTWeb.

a. Agencies enter updated performance information in PARTWeb. By December 21, enter updated performance data in PARTWeb.
- Actual performance information. For all performance measures included in PARTs, agencies should provide actual performance data for past years.   If you do not have the data for 2007, enter in the date when you expect to have the data available. All 2007 actuals fields should include either the performance data or date when expected. None should be blank.
- Additional targets. Updated performance information may help you set or adjust future targets. For all PARTed programs, agencies should make sure annual measures include targets for FYs 2007–2009. Additional targets may be added for long-term measures, as well, but long-term measures do not need to have targets for each year.

These more recent targets must agree with what the agency reports in its performance budget, and any changes from the previous years must be explained.

7. Adding Or Revising OMB-Approved Measures. During the Fall update, you will have the opportunity to request to add OMB-approved measures or to modify measures for PARTs assessed or reassessed in 2002-2007. Many agencies have developed performance measures, particularly efficiency measures, since their PARTs were completed and would like to report on those measures.

> Note on Presentation in PARTWeb and on ExpectMore.gov: When you elect to add new measures outside the assessment process, please note that each will be labeled as a "New measure, [month, year added]."

a. Submit your requests. The change request form is located at http://www.whitehouse.gov/omb/part/guidance/part_guid_2007-05_form.pdf.   Please follow these steps:

1. Agencies, send your requested additions or changes to your RMO counterparts. In your request, you will identify the PART name, ID number, measure sequence (if the measure should be first, second, etc.), term, type, measure text, explanation, data collected to date, and targets for future years; indicate if the request is an addition or modification; and justify the change. Include the performance data for newly requested measures.

2. If you are adding measures and the program already has twenty measures in PARTWeb, the maximum number of measures it can accommodate, please identify which measures you want deleted. This can be done in the "Other Notes" field of the template.

3. If you are requesting a change to measures already listed in PARTWeb, paste the text of the measure (including the explanation, targets, and actual performance data) into a document (not the template) and make your edits in track changes mode.

4. RMOs, forward approved changes to James Hurban. Please submit all changes by December 31. You will be notified when the changes have been made in PARTWeb so that you may verify that the data have been entered as you intended.

Important Note on Process: Agencies, please work with your OMB staff counterpart to submit requests for measures changes. The OMB PPM team will only make changes approved by the RMO.

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8. Scorecard treatment. The comprehensiveness and quality of this agency's deliverable will be reported on the second quarter Program Improvement Initiative.

9. Inquiries. OMB RMOs with questions about this guidance should contact their Performance Evaluation Team (PET) representative. Agency staff should contact their OMB RMO counterparts.

Attachment

Status of PART Improvement Plans by Agency
As of November 1, 2007

The table below the displays the status of improvement/follow-up actions in PARTWeb for the programs (except for those first assessed in 2007) of agencies covered by the President's Management Agenda scorecard.

Agency	# of PARTs	# of Follow-up Actions	Follow-Up Actions Completed	Follow-Up Actions Not Completed	Follow-Actions that are Legislative
Army Corps of Engineers.....................	13	42	17%	83%	5%
Dept. of Agriculture..............................	80	278	35%	66%	3%
Dept. of Commerce..............................	30	95	37%	63%	4%
Dept. of Defense..................................	48	148	17%	83%	1%
Dept. of Education................................	89	379	23%	77%	10%
Dept. of Energy....................................	57	192	44%	56%	1%
Dept. of Health & Human Services......	113	532	36%	64%	1%
Dept. of Homeland Security.................	64	224	49%	51%	0%
Dept. of Housing & Urban Devel..........	27	93	29%	71%	6%
Dept. of Justice...................................	35	121	18%	82%	2%
Dept. of Labor.....................................	33	152	23%	77%	13%
Dept. of State......................................	47	142	42%	58%	1%
Dept. of the Interior.............................	70	347	42%	58%	4%
Dept. of the Treasury...........................	35	121	25%	75%	2%
Dept. of Transportation........................	33	82	35%	65%	5%
Dept. of Veterans Affairs.....................	10	43	26%	74%	2%
Environmental Protection Agency........	49	187	21%	79%	1%
General Services Administration..........	15	42	0%	100%	0%
Nation Aeronautics & Space Admin.....	12	48	10%	90%	2%
National Science Foundation...............	13	61	72%	28%	0%
Office of Personnel Management........	9	31	26%	74%	0%
Small Business Administration.............	8	27	19%	81%	0%
Smithsonian Institution.........................	1	2	0%	100%	0%
Social Security Administration..............	3	5	0%	100%	0%
US Agency for Int. Development..........	15	45	27%	73%	0%
Total, PMA Agencies	**909**	**3439**	**32%**	**68%**	**3%**