



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

January 17, 2007

PROGRAM ASSESSMENT RATING TOOL GUIDANCE NO. 2007-01

TO: OMB PROGRAM ASSOCIATE DIRECTORS
OMB PROGRAM DEPUTY ASSOCIATE DIRECTORS
AGENCY BUDGET AND PERFORMANCE INTEGRATION LEADS
AGENCY PROGRAM ASSESSMENT RATING TOOL CONTACTS

FROM: Diana Espinosa 
Deputy Assistant Director for Management

SUBJECT: Initial Guidance and Schedule for 2007 PART Process

1. Purpose. This memorandum provides OMB Resource Management Offices (RMOs) and their agency counterparts with initial 2007 guidance on using the Program Assessment Rating Tool (PART) and a schedule of PART-related activities and deadlines.

2. Background. The 2007 schedule for completing new PARTs and reassessments is accelerated relative to previous years in response to requests by Agencies to acquire PART information earlier for formulation of their FY 2009 performance budgets and RMO concerns about balancing workload among competing priorities. New PARTs and reassessments will be published on ExpectMore.gov in mid-August.

As in the past, Agencies have two opportunities to update performance data, funding information, and program improvement plans, in the spring and fall. Updates reported in the spring will be published on ExpectMore.gov in mid-August along with new and reassessed PARTS. Information gathered during Fall Updates will be published on ExpectMore.gov in February 2008 to coincide with the release of the President's Budget.

3. Required Actions. The completion of a PART is a collaborative process involving both agency and OMB participants. Within the PART schedule, Agency and OMB staff may find too little time remaining to effectively address substantive issues if they wait until the deadlines to share initial drafts. Agency and OMB staffs who share drafts frequently find the process more informative and useful. In addition, face-to-face Agency-OMB dialogue in kick-off sessions and/or for sharing PART drafts is encouraged for addressing issues and concerns, and to coordinate and plan future efforts.

RMOs and Agencies should have by now agreed to a list of programs to be assessed or reassessed this year, and Agencies should initiate work on those PARTs. By **Friday, January 19**, RMOs should report these programs by completing Attachment A, 2007 Program List Template. (See section 5 below for more detail.). PARTWeb for 2007 assessments will be

available on **January 22**. PARTWeb access is provided using a PARTWeb ID. Requests to establish an ID are made through the following link: <https://max.omb.gov/maxportal/register.jsp>. **By Friday, March 30**, Agencies complete the first PARTWeb draft of all 2007 PARTs for OMB review. The draft must have all the questions answered along with explanations and evidence, as well as include the proposed performance measures and data. As it was last year, meeting this deadline will be a deliverable for the Budget and Performance Integration Initiative and will be considered when determining an agency's progress score for the second quarter of FY 2007.

By Friday, April 27, RMOs review 2007 PARTs and ensure they are ready for a consistency check and review of performance measures. PARTs should be substantially complete and meet all requirements of the guidance. For instance, for questions with multiple elements, the answer must address all elements if a yes is given. To earn a "yes" to question 3.4, an efficiency measure with a baseline and targets should be listed in the measures section. Likewise, the answers to questions 4.1 – 4.3 should be consistent with the data provided in the measures section.

By May 11, with consistency check input, RMOs revise PARTs in response to consistency check and passback to Agencies – As necessary, PART answers, explanation, and evidence are revised to respond to issues identified in the consistency check. In some cases, performance measures may also need to be modified.

Passback and appeals process. OMB RMOs and Agencies should be working collaboratively to complete PARTs, RMOs should passback a final version of each PART to agencies by **Friday, May 18**. Following passback of PARTs, RMOs and Agencies should work to resolve open issues. If any disagreements remain, Agencies have the opportunity to submit appeals on individual PART questions to a high level appeals board by **Friday, May 25**. The appeals process will conclude on **June 12**. Additional guidance on the appeals process will be provided later.

By June 25, RMOs complete PART revisions to reflect appeals board decisions – As necessary, PART explanations and evidence are revised to reflect appeals board decisions.

Also, by June 25, Agencies complete the first draft PART summaries. OMB RMOs and Agencies should begin drafting PART summaries shortly after PARTs are finalized and are encouraged to passback draft summaries along with PARTs. During the process of the developing the summaries, the Agency and RMO should agree to the PART improvement plan.

Spring Update (June 1 – June 29) – **By Friday, June 29**, Agencies finish the Spring Update of PARTs completed in prior years, including update of 2007 funding data; performance measures, targets, and data; and the status of follow-up actions (improvement plans). PARTWeb will be configured for the Spring Update process starting Friday, June 1.

By Friday, August 3, RMOs finalize all PART data, including data related to the Spring Update of PARTs completed in prior years. **PARTs will be published on ExpectMore.gov in mid-August.**

Attachment B provides a schedule of PART-related activities.

4. Guidance and Training. Dates for other key activities are described below.

2007 PART guidance will be available by January 29 – There will be few changes to the guidance for answering the PART questions, so Agencies can begin to complete PARTs using the 2006 guidance (see http://www.whitehouse.gov/omb/part/fy2006/2006_guidance_final.pdf). Once the 2007 guidance is available, it will be posted on at www.omb.gov/part.

PART training – OMB will offer introductory PART training on February 13 and 15; a refresher course on February 14; and PARTWeb training on February 21. A description of each of the courses is included in Attachment C. To register for training, visit http://www.cio.gov/registration/bpi_070113/.

PARTWeb will be available for 2007 PART input on January 22.

5. Program list. OMB RMOs should save the final list of programs at [J:\PART_PET\2007 Program List](#) using the template provided on Attachment A by **January 19**. Please indicate the name of the department in the file name.

For each program you will be asked to provide the following information:

- Program ID number for PART reassessments. This field should not be completed if the scope of the program has changed for the reassessment. For new programs, we will provide you with a program ID number.
- Department name
- Agency/bureau name (if applicable)
- Program name. Remember to use program names that can stand alone (without the Department name), are independently understood, and avoid the use of acronyms.
- Assessment type – new assessment or reassessment
- OMB contact name
- OMB contact telephone number
- Comments explaining program redefinitions, if necessary. For instance, if a reassessment will incorporate two programs that were previously assessed, the comment field should note “Reassessment will cover programs 1000xxxx and 1000xxxy that were previously assessed separately.”

There should be one list per division or branch and the document should include the division or branch name. After you submit this list, you will be provided program ID numbers for the new programs.

6. Inquiries. OMB RMOs with questions about this guidance should contact James Hurban (5-6833) or Daren Wong (5-3797). Agency staff should contact their OMB RMO counterparts.

Attachment A: 2007 Program List Template

Attachment B: 2007 PART Schedule

Attachment C: 2007 PART Training Information

2007 PROGRAM LIST TEMPLATE

(Use the separate Excel spreadsheet available at

http://www.whitehouse.gov/omb/part/fy2007/attach_a_template.xls)

| PARTs PLANNED FOR COMPLETION IN 2007 | | | | | | | |
|--------------------------------------|------------|--------|--------------|-----------------|----------|-------|----------|
| Existing PART ID | Department | Agency | Program Name | Assessment Type | Examiner | Phone | Comments |

2007 PART SCHEDULE

| | |
|--|--------------------|
| OMB RMOs save completed Attachment A to OMB shared drive..... | January 19 |
| PARTWeb available for data entry..... | January 22 |
| Revised guidance on answering PART questions available..... | January 29 |
| Introductory PART Training..... | February 13 and 15 |
| Refresher PART Training..... | February 14 |
| PARTWeb Training..... | February 21 |
| Agencies give OMB RMOs access to complete PART draft..... | March 30 |
| PARTs ready for consistency check..... | April 27 |
| Consistency check and review of performance measures..... | April 30 – May 4 |
| OMB RMOs receive feedback on consistency check and performance measures..... | May 9 |
| OMB RMOs revise PARTs, as necessary, to address consistency issues..... | May 18 |
| OMB RMOs pass back PARTs to Agencies..... | May 18 |
| Agencies submit PART Appeals..... | May 25 |
| OMB RMOs and Agencies work out issues..... | May 28 - June 1 |
| Agency Spring Update of PARTs completed in previous years..... | June 1 – June 29 |
| Appeals board meets..... | June 11 |
| Appeals board provides decisions..... | June 12 |
| PARTs updated to reflect appeals board decisions..... | July 9 |
| RMOs complete draft summaries, including improvement plans on new PARTs..... | July 9 |
| PARTWeb data entry locked..... | August 3 |

2007 PART TRAINING

Three PART training courses are being offered this year. You may register for an individual course or any combination of courses. These courses are intended for individuals who will be completing a PART or entering data into PARTWeb this year. This training is reserved for Federal employees.

To register for a course visit http://www.cio.gov/registration/bpi_070113/.

Introductory Training – PART 101

Location: American Institute of Architects
1735 New York Avenue, NW
Boardroom

Dates/times: February 13, 2007, 9:00 am – 12:00 pm
February 15, 2007, 9:00 am – 12:00 pm

This course is geared toward individuals who will be completing a PART for the first time this year. Topics that will be covered include:

- Overall PART process and schedule
- Requirements to earn “Yes” for PART questions
- Developing and reporting on performance measures
- Developing and reporting on improvement plans

Because the course covers a great deal of material, the format is mostly lecture with some time for question and answer. Participants should read the 2007 PART guidance prior to the training session and bring their copy of the guidance with them to the session. The 2007 PART guidance will be posted at www.omb.gov/part by January 29th. Copies of the guidance will not be distributed at the session.

PART Refresher Course

This course is geared toward individuals who have completed a PART in the past, are familiar with the guidance, and are completing a PART this year. Topics that will be covered include:

- Overall PART process and schedule
- Review of PART guidance
- Developing and reporting on improvement plans

Location: American Institute of Architects
1735 New York Avenue, NW
Boardroom

Dates/times: February 14, 2007, 1:00 pm – 2:15 am
February 14, 2007, 2:30 pm – 3:45 pm

This course will be primarily a discussion session. Participants should read the 2007 PART guidance prior to the training session and bring their copy of the guidance with them to the session. The 2007 PART guidance will be posted at www.omb.gov/part by January 29th. Copies of the guidance will not be distributed at the session.

Participants are encouraged to submit their questions and/or identify their areas of interest when they register.

PARTWeb Training

This course is geared toward individuals with limited or no familiarity with PARTWeb and who will be completing a PART for the **first time** this year. There will be limited space. For individuals who are unable to attend, web training videos and the PARTWeb manual are available on line at <https://max.omb.gov/maxportal/webPage/home/training>. You can watch these training videos in your office at any time.

Topics to be covered include:

- Review of the PART Schedule
- Entering in your PART answers in PARTWeb
- Updating performance data and follow-up actions

Location: New Executive Office Building
725 17th Street, N.W.
Washington, DC 20503

Dates/times: February 21, 2007, 9:00 am – 10:30 am
February 21, 2007, 10:30 am – 12:00 pm

The PARTWeb User Manual will guide the training. The PARTWeb User Manual is available at www.omb.gov/part. Participants should review the manual prior to the training and should bring a copy with them to the training.

To participate in the training, you will need access to PARTWeb. If you do not currently have a PARTWeb ID, please submit a request to establish an ID through the following link: <https://max.omb.gov/maxportal/register.jsp>. Requests should be submitted at least one week prior to your training date.

Please contact James Hurban (jhurban@omb.eop.gov) with the name of the PART program you will be completing to register for this course. Because access to the New Executive Office Building is limited, individuals will need to provide their social security number and date of birth to register for this course.