OFFICE OF MANAGEMENT AND BUDGET

PARTWeb

PARTWeb Users Manual

Office of Management and Budget
Office of Performance and Personnel Management
v. November 2007

If you want to print this manual, please use duplex or the multi-page option on your printer to save energy resources and paper. Thank you.

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What's New in the User Manual for 2007

As the 2007 PARTWeb FALL season begins, here is a list of a few changes:

- Improved tracking of Improvement Actions by adding two new fields: 1. date of expected completion; and 2. date updated.
- Added a status update option, "Inactive." This status should be used if the program has decided not to pursue the improvement action. For each improvement action that is made inactive, the program must replace it with an improvement action that is current.

Older changes that were made in the January 2007 update are:

- **Status Levels**: We have changed the status levels so that there will be more flexibility. The new status levels are: Agency, OMB, Collaborate, Pending Final, Spring Updates--Agency Fall Lockout, and Final.
- **XML Data Transfer:** For a few select agencies, they will be able to import/export their PARTs into PARTWeb in a XML data file. (**UPDATE: We are still working on this feature. Each agency that wants to do XML transfers needs to be certified with a C & A. Please send an email to PARTWEB@omb.eop.gov if you have any questions**)
- **Abbreviated Reassessments:** Since many programs that were previously rated Results Not Demonstrated have developed and implemented new performance measures, this year abbreviated reassessments will be permitted in specific cases.
- **Creating New Assessments:** This PARTWeb season, OMB has designed an easier way for agencies to create their PARTs in PARTWeb. We have designed the system to have the codes and titles in a pull-down box. The agency only needs to select which program they want to create out of the assigned list.
- **MAX Homepage:** The Max Homepage has been has changed to be better integrated with the PARTWeb application. In the new MAX Homepage, the Agency Administrator will be able to remove and add users, assign user permissions immediately after approving a pending user, and provide global access.
- **Analytical Reports:** The Analytical Reports is designed to give a data dump of three areas of PART: Rating, Improvement Plans, and Performance Measures. It can be used across an agency or when comparing agencies.
- **Web Addresses (URLs):** Web addresses are encouraged to be used in PARTWeb especially in the explanation/evidence in the Questions Answers section. There is a specific way that the web addresses has to be typed in order for it to appear in the printable, publishable version of the full PART, and Expectmore.gov
- **Sequence Numbers:** Sequence numbers are used in the performance measure and follow-up action sections of the PART. Sequence numbers allow organization of the total list of performance measure and improvement plans as well as list of targets/actuals.
- **Spring Updates:** This spring, all 2006UPD PARTs will require a 2007SPR. The 2007SPR will only allow the improvement plans and the target/actuals of performance measures to be edited. The 2007SPR will allow agencies to update their information, and then uploaded it to Expectmore.gov

Character Limits

Listed below are the character limits for key fields in PARTWeb:

- **Program Title**: 1024 characters
- **Evidence**: 4000 characters
- **Explanation**: 4000 characters
- **Performance Measure Text**: 4000 characters
- **Performance Measure Explanation**: 4000 characters
- **Performance Measure Target**: 20 characters
- **Performance Measure Actual**: 20 characters
- **Improvement Plan**: 200 characters
- **Improvement Plan comment**: 500 characters
- **Funding Account Explanation**: 4000 characters

Listed below are the character limits for key fields in Expectmore.gov:

- **Program URL**: 100 characters
- **Program Summary**: 325 characters
- **Follow-Up action**: 200 characters
- **Findings**: 400 characters

Purpose of This Document

This document is a resource manual for using PARTWeb. The document contains an overview of the system and its features, specific instructions for using those features, and points of contact for technical assistance in troubleshooting.

Additional copies of this help manual may be obtained on-line at
http://www.omb.gov/part and
https://max.omb.gov/maxportal/webPage/home/training

Introduction to PARTWeb

As its name implies, PARTWeb is an interactive, web-based database designed to collect and monitor information related to Federal program evaluations conducted under the Program Assessment Rating Tool (PART) process. The PART was developed to assess and improve program performance so that the Federal government can achieve better results. A PART review helps identify a program's strengths and weaknesses to inform funding and management decisions aimed at making the program more effective. The PART therefore looks at all factors that affect and reflect program performance including program purpose and design; performance measurement, evaluations, and strategic planning; program management; and program results. Because the PART includes a consistent series of analytical questions, it allows programs to show improvements over time, and allows comparisons between similar programs.

PARTWeb's Features

PARTWeb is used by both Federal agencies and the Office of Management and Budget (OMB) to complete and collaborate on required elements of PART. Here is a list of the major features and components:

- A secure user and agency-based ID system that ensures secure collaboration within agencies and within OMB, depending on the stage of PART completion.

- The ability for agencies and OMB units to set up user accounts and manage access levels.

- Direct access for entering PART data using a web-based application. By using PARTWeb, agencies can create a new PART assessment, edit an existing assessment, enter funding data, answer and edit PART questions, enter performance measures, and report on progress toward implementing OMB recommendations regarding a PARTed program.

- The ability for all PARTWeb users to view and search all completed PART assessments (there are currently about 821 completed assessments in OMB's database). This encourages information sharing and collaboration between agencies, and offers opportunities to exchange lessons learned and best practices.

- Standard XML format to facilitate data exchange with other agency management and budget systems.

Section 1: Accessing PARTWeb

New Users

PART application administration will be performed by delegating authority to one or more agency administrators or coordinators. Only OMB should be assigning Agency Administrators. To gain access to PARTWeb, new users and Agency Administrators need to go to the MAX homepage at https://max.omb.gov/maxportal/register.jsp and fill out the electronic registration form. After pressing submit, the new user will receive a confirmation email that will contain a URL in it. The URL will take the new user to a PDF of their registration that they will need to print, sign and fax along with a photocopy of the user applicant's Federal photo identification badge to their respective Agency Administrator (Agency User) or to OMB (Agency Administrators) at (202) 395-5080. After the new user has faxed the request form and it has been approved by OMB, they will receive an email containing a link where the user can activate their account and create a password.

Agency PART Administrators will manage the PARTWeb process at the agency level. They will be the people approving the email addresses and giving applicants' access to PARTWeb. To approve new agency user requests, the Agency Administrator needs to login to the MAX Homepage at https://max.omb.gov/maxportal/login.jsp with the same information they login to the PARTWeb application. If they login and have pending requests for access to PARTWeb, a list will appear for them to approve. The Agency Administrator can only approve a new user once they have received a signed request form as well as a photocopy of the user applicant's Federal photo identification badge.

If you are an agency user requiring access to PARTWeb, please contact your Budget or Strategic Planning office for the name of your Agency PART administrator.

Passwords

Passwords are maintained by the user. Users will need to go to the web page located at https://max.omb.gov/maxportal/passwordResetForm.do to reset their passwords. You will need to type in your email address and press the submit button. The email address that is submitted by the user will be validated if it matches the one that is currently in our system. (Note: Please make sure that you contact your Agency Administrator at OMB when you update your valid user information!)

Check your email box for an email that will have a link that will direct you to reset your password. Click on the URL and the following screen will appear.

Please pay attention to the criteria for resetting your password. It has to be 8 characters minimum and have at least: 1 capital letter, 1 lower case letter, a number, and a special character. Please keep in mind that your password has to be reset every 90 days and it is a 30 password cycle.

If you suspend your PARTWeb account, please go to https://max.omb.gov/maxportal/passwordResetForm.do to fix it. One can suspend their account by typing their login information incorrectly more than 5 times.

PARTWeb User Roles and Responsibilities

Definitions of various types of PARTWeb users follow. Agency and OMB administrators set user access levels depending on their role in the PART process.

- **Agency Admin** - These users are responsible for agency UserId administration and assigning PARTs within an agency. More than one agency user can be assigned to update a PART. Agency Admins can read/update all PARTs within an agency. These users can also create new programs to be PARTed for their assigned agency after receiving the PART code from their examiner.

- **Agency User** - These users can read, view or edit PARTs within an agency, depending upon the level of access given by the Agency Admin.

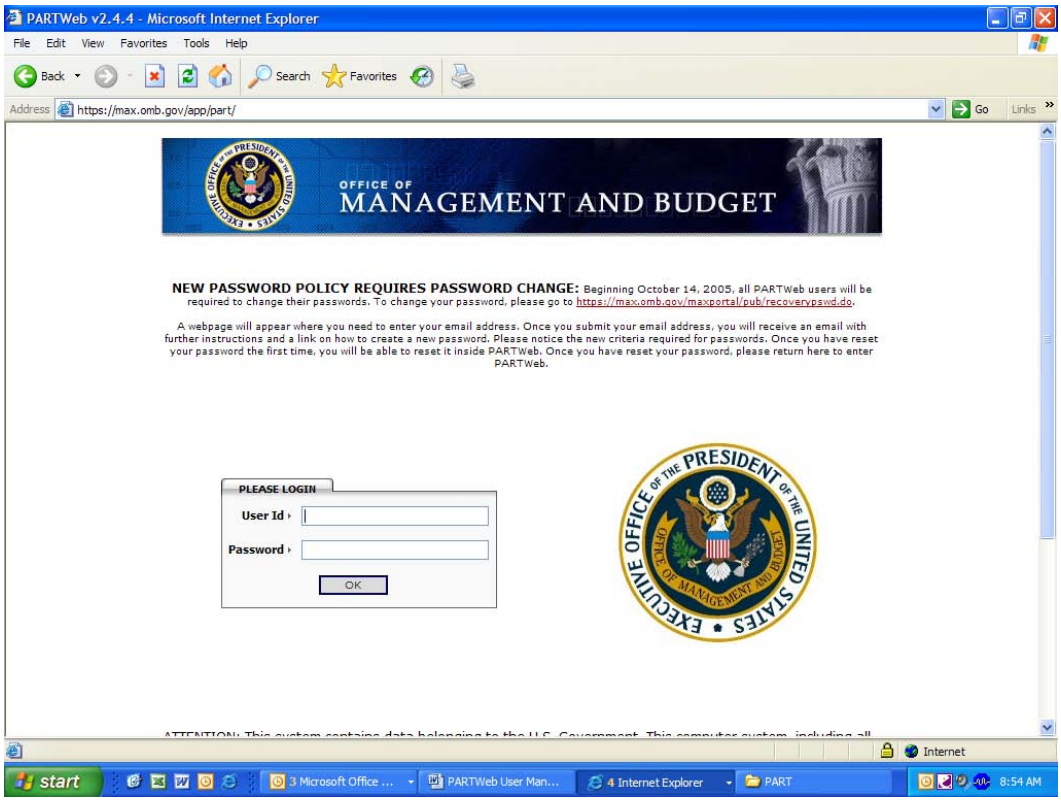
- **Agency Review** - These users have read-only access to assigned PART programs.

- **OMB User** – These users can read and update all PARTs within their OMB Branch. These users can also create new programs to be PARTed for their assigned agencies.

- **OMB Review** - These users will have read-only access to assigned PART programs.

PARTWeb URL

Once you have a user account established in PARTWeb and have set up your password, open your browser and go to: https://max.omb.gov/app/part/. Enter your user ID (which will be your email address) and password and you will be in the Program Assessment Rating Tool (PART) system's main page. This is also referred to as the PARTWeb home page.


PARTWeb v2.4.4 - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://max.omb.gov/app/part/
Go Links
OFFICE OF
MANAGEMENT AND BUDGET
NEW PASSWORD POLICY REQUIRES PASSWORD CHANGE: Beginning October 14, 2005, all PARTWeb users will be required to change their passwords. To change your password, please go to https://max.omb.gov/maxportal/pub/recoverypswd.do.
A webpage will appear where you need to enter your email address. Once you submit your email address, you will receive an email with further instructions and a link on how to create a new password. Please notice the new criteria required for passwords. Once you have reset your password the first time, you will be able to reset it inside PARTWeb. Once you have reset your password, please return here to enter PARTWeb.
PLEASE LOGIN
User Id
Password
OK
EXECUTIVE OFFICE OF THE PRESIDENT OF THE UNITED STATES
OFFICE OF MANAGEMENT AND BUDGET
Internet
start
3 Microsoft Office ...
PARTWeb User Man...
4 Internet Explorer
PART
8:54 AM

Section 2: PART Program Management

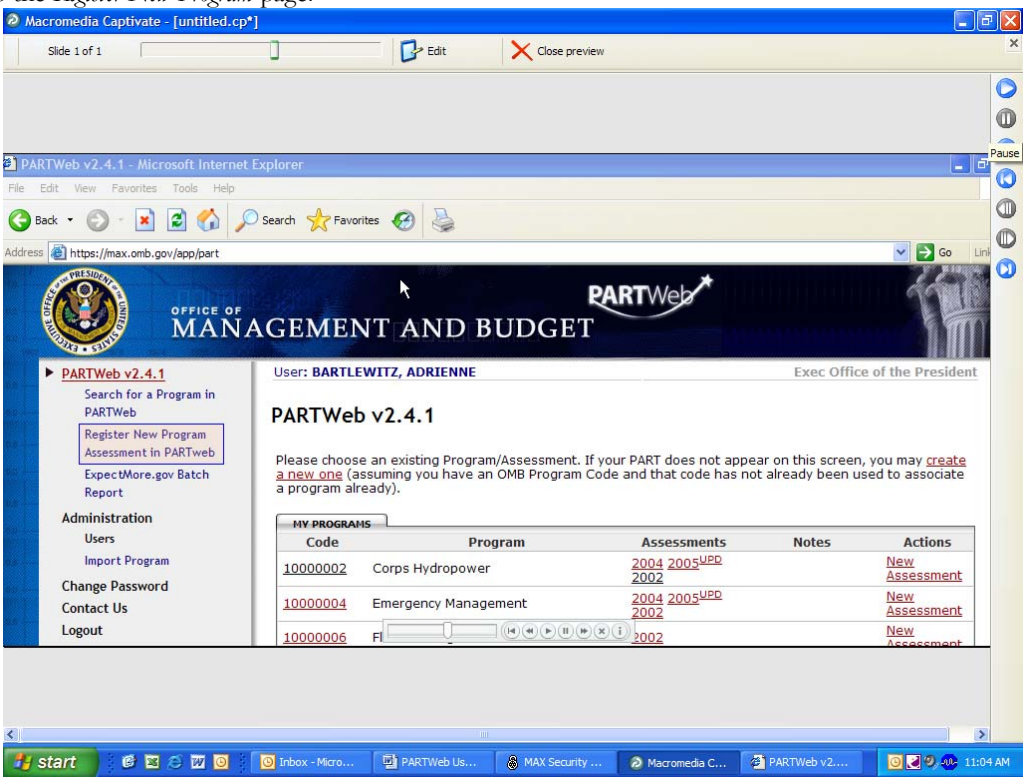
In PARTWeb, PART assessments are conducted under specific agency programs. The program must first exist or be established in PARTWeb before a PART assessment can be created. Only Agency Administrators and OMB can create a new program which will be done in mutual agreement.

OMB has designed an easy way for agencies to create their PARTs in PARTWeb. We have designed the system to have the codes and titles in a pull-down box. The Agency Administrator has to select which program they want to create.

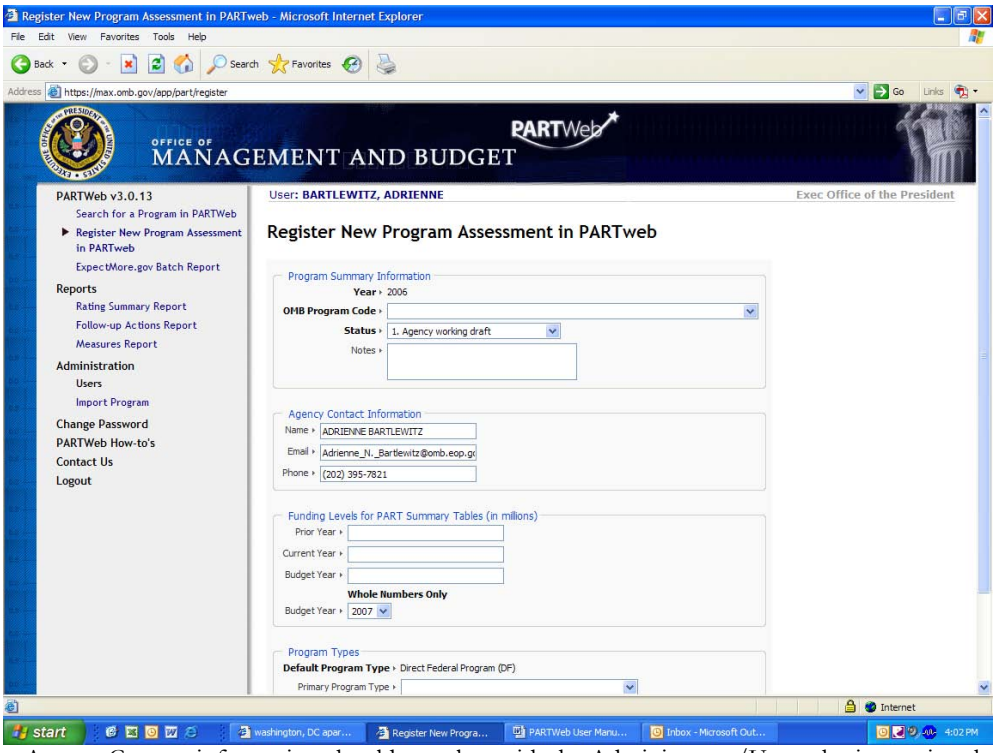
Creating a new program (and assessment):

(**Please note that if this is the first time that a program is being assessed, a new assessment is automatically created when you create the program**)

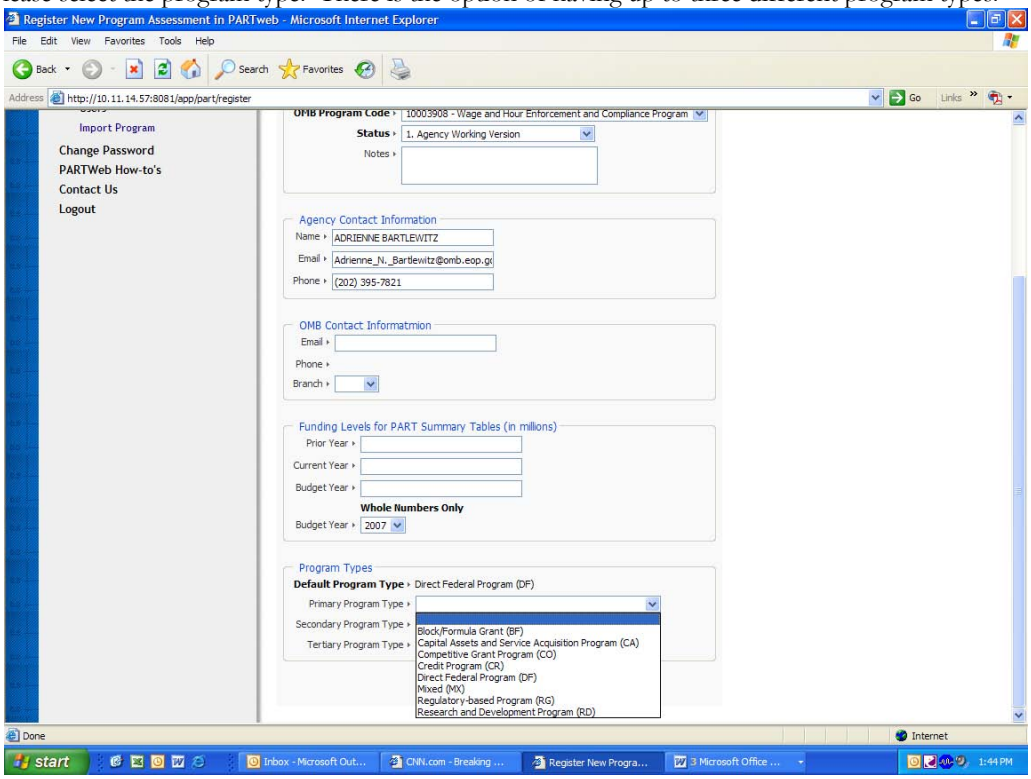
1. Login as an administrator or OMB user who has permission to create a new assessment..
2. Click the "Register New Program Assessment in PARTWeb" link on the left-hand toolbar. This will bring you to the *Register New Program* page.



3. Please select the OMB Program Code box to see the pull-down box of all the PART codes and titles. Please select the PART program code and title that has been assigned by OMB for the particular PART. The PART title and code will not appear in the pull down list until the PART has been submitted to the RMO and approved for assessment.



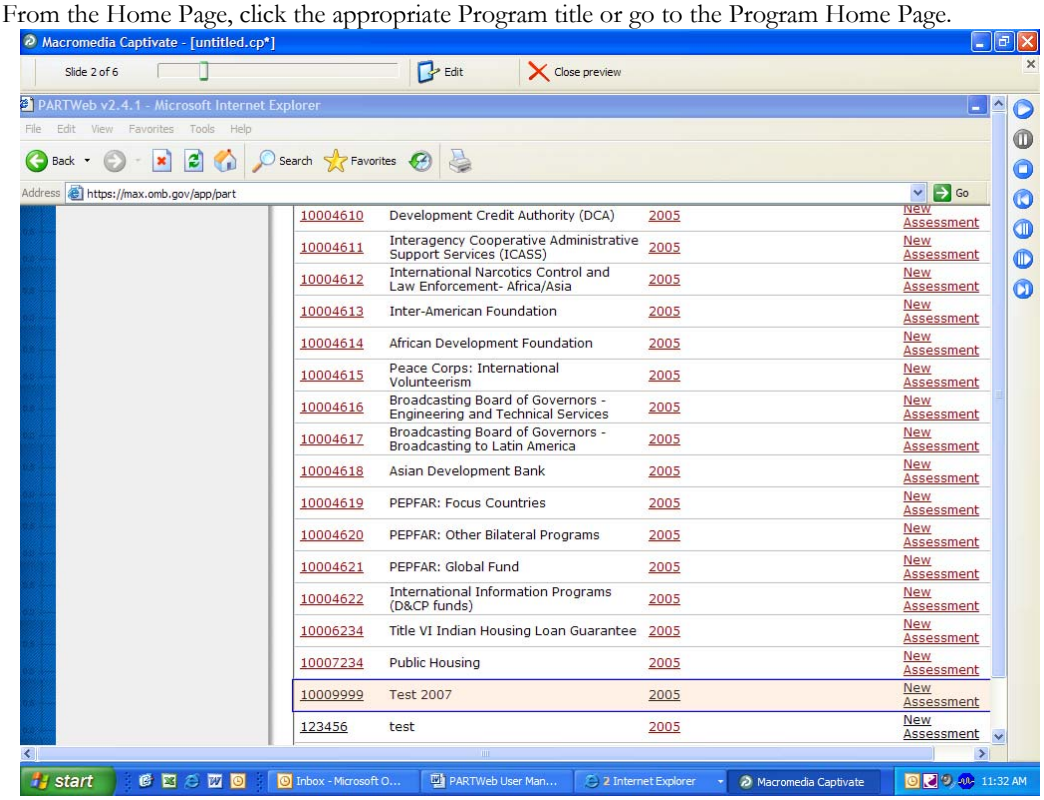
4. The Agency Contact information should populate with the Administrator/User who is creating the PART program information.
5. Please select the program type. There is the option of having up to three different program types.



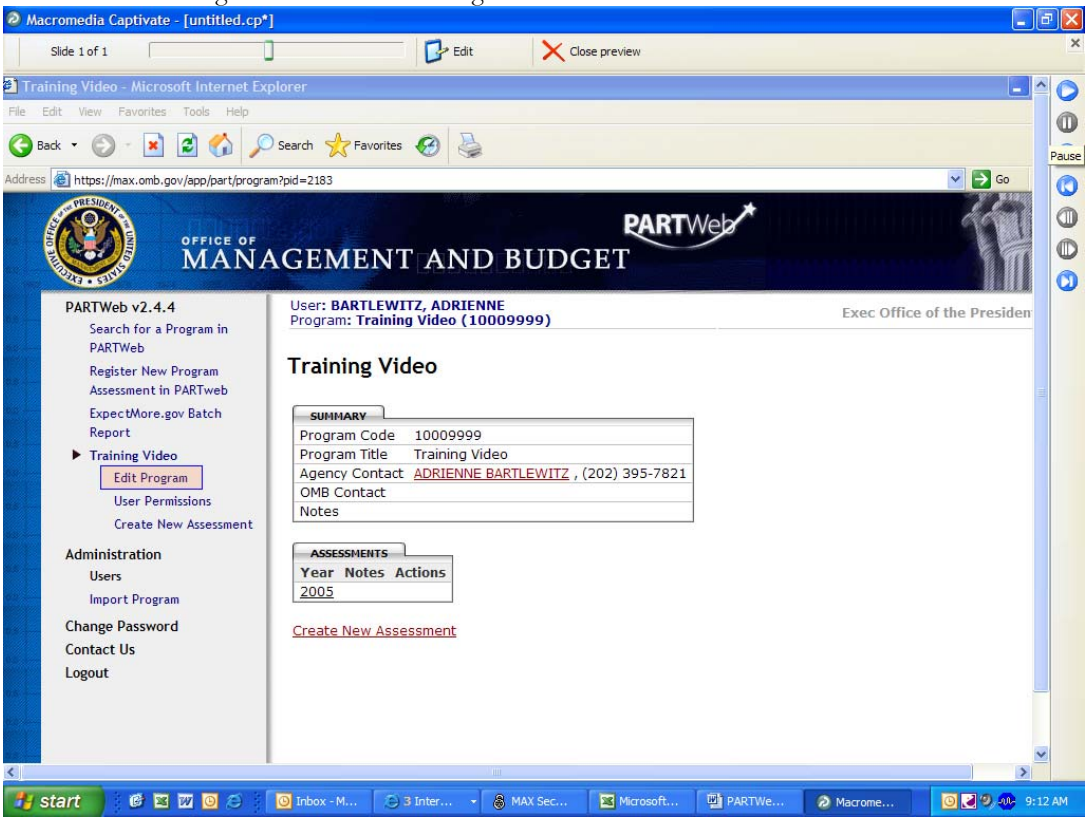
6. Press the "Save" button. Verify that you are taken to Assessment page and can see your new program.

Editing an existing program

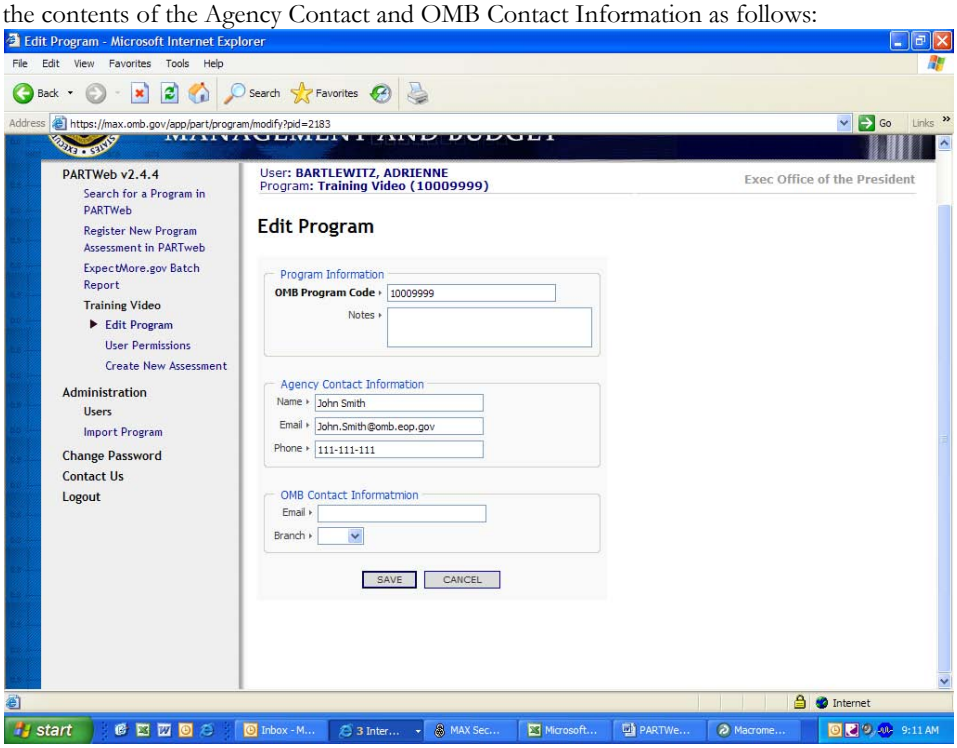
1. Login as an administrator or OMB user who has permission to edit a new assessment..
2. From the Home Page, click the appropriate Program title or go to the Program Home Page.



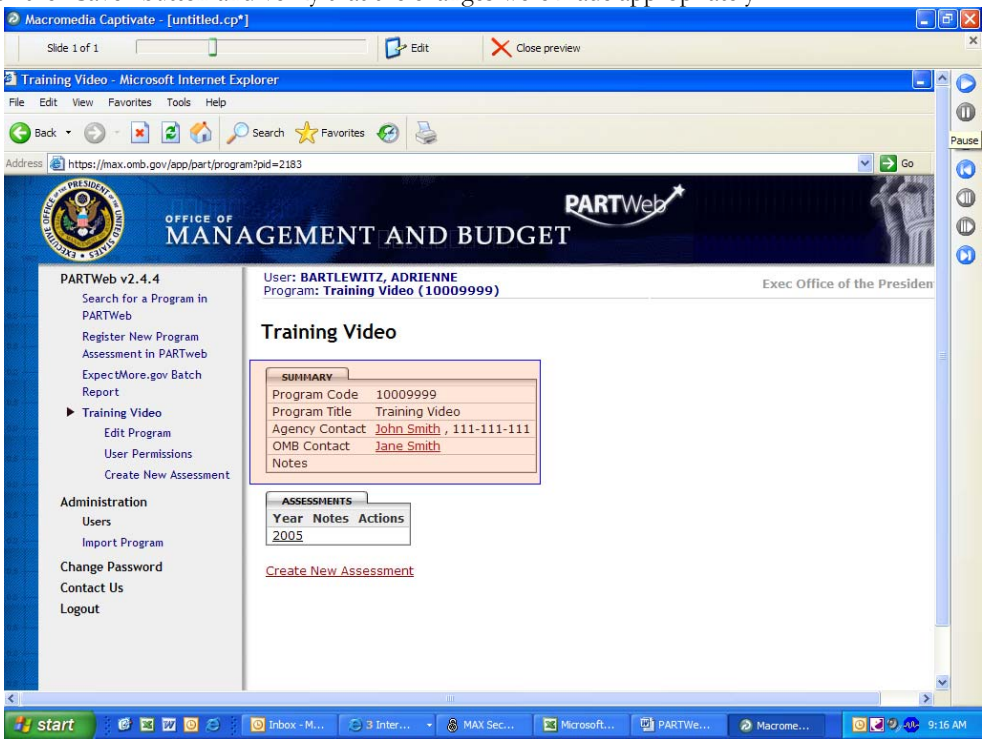
3. Click the "Edit Program" link from the navigation menus area.



4. Edit the contents of the Agency Contact and OMB Contact Information as follows:



5. Click the "Save" button and verify that the changes were made appropriately.



Section 3: Completing Your PART

Creating/Editing Assessments and Reassessments

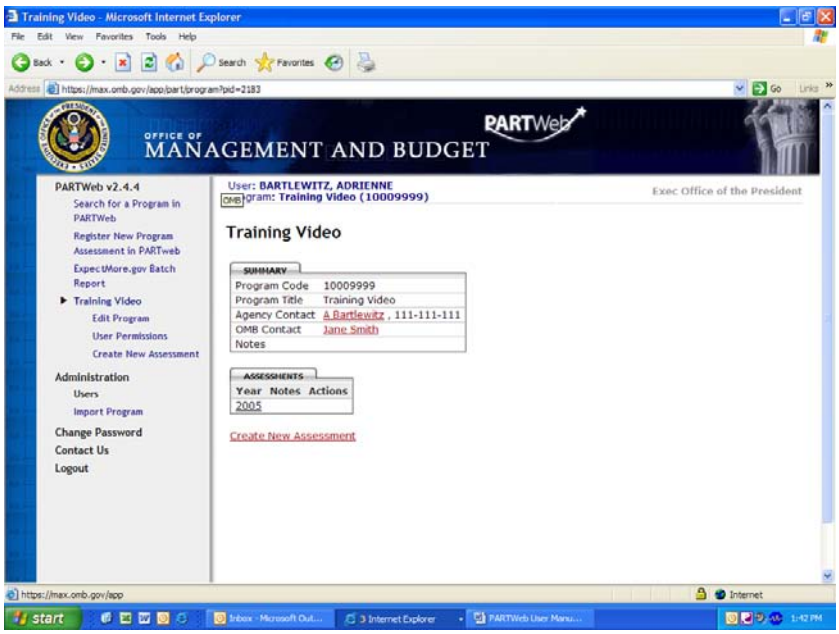
Creating a new assessment

Once you have created a program, the next step in the PARTWeb process is to create a record that will house data about your PART evaluation. This is called an assessment. Once you create a new assessment, you can access related data fields in PARTWeb such as the screens for inputting answers to questions, performance measures, and recommendations. (**Please note that if this is the first time that a program is being assessed, that a new assessment is automatically created when you create the program**)

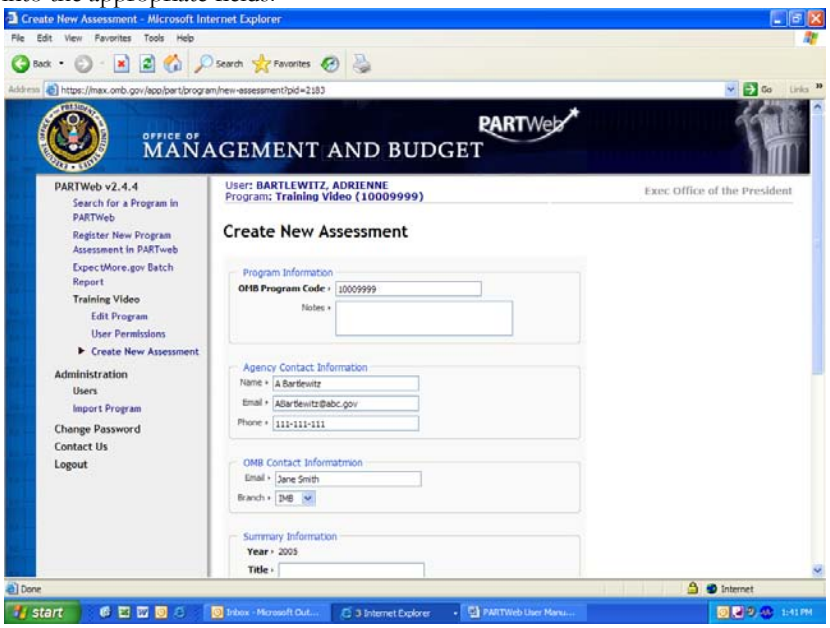
Creating a reassessment:

1. Login as an administrator who has permission to create/edit a new assessment.
2. From the Home Page, click your appropriate Program title to go to the Program Home Page.

1. Click the "Create New Assessment" link from the navigation menus area.



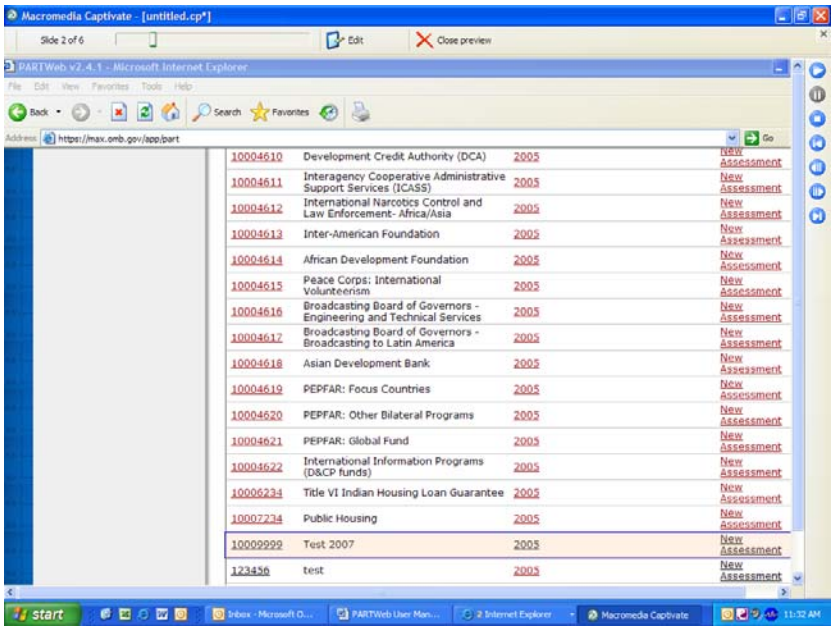
2. Enter data into the appropriate fields:



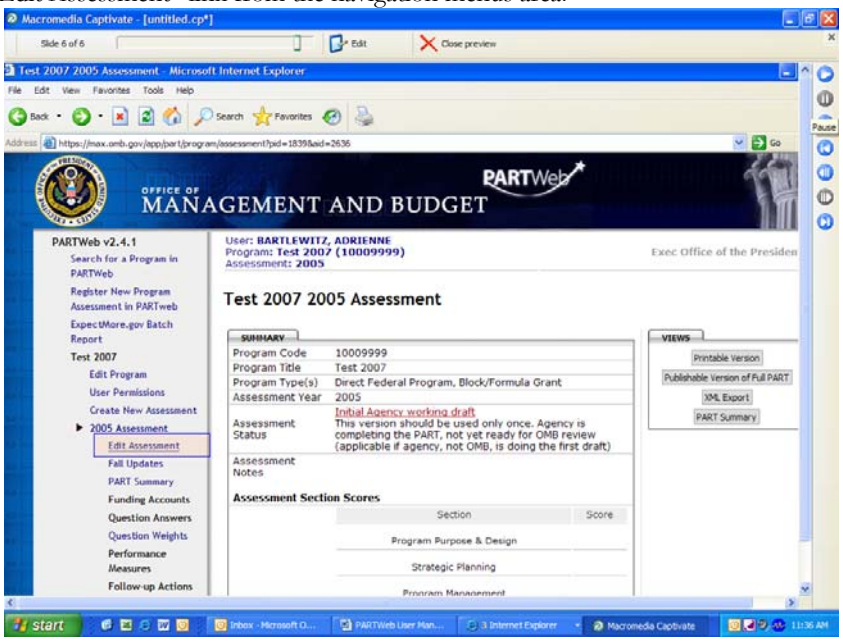
3. Press the "Save" button. You are then brought to the Assessment Year page for the year you just created.

Editing an existing assessment

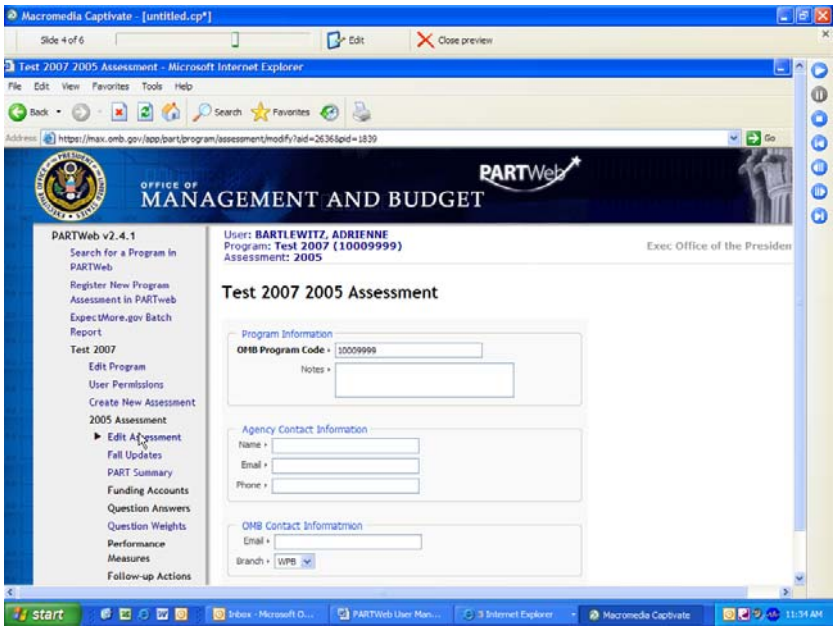
1. Login as an administrator who with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



3. Click the "Edit Assessment" link from the navigation menus area.



4. Edit the appropriate boxes for the Assessment year.



5. Click the "Save" button and verify that the changes were made appropriately.

Status Levels

The status levels offer examiners and agencies flexibility to complete the PART. The status level concept is basically "who has the pen" (who has read/write access to the PART). Once the PART is almost final, examiners would set it to pending final which gives OMB read/write access and the agency just read access. This should be set just before the appeals process begins.

There is the ability to toggle between status levels. This means that you can go from Agency and OMB Shared Draft to OMB Working Draft and then back to Agency and OMB Shared Draft.

The version changes stay with the status level. This means that all the version changes made in the Agency Working Draft status level will not be seen in the Pending Final status level.

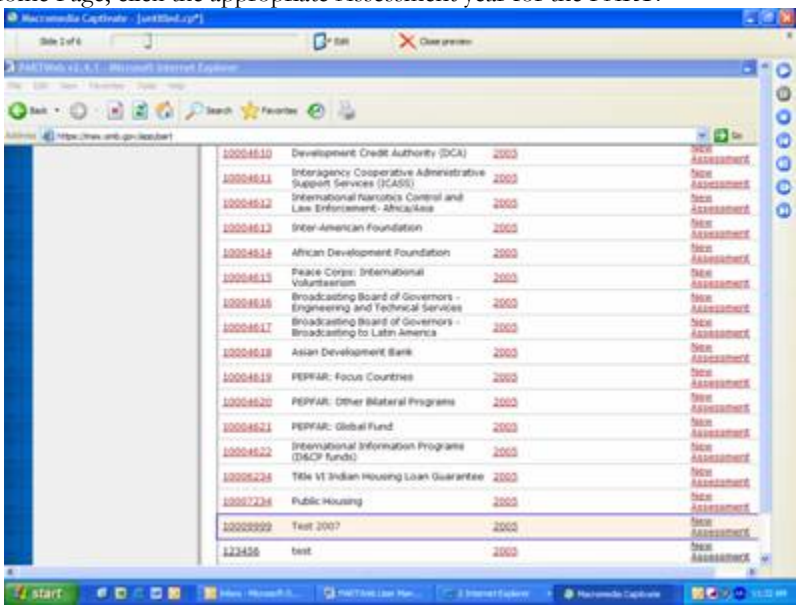
The new status levels are as follows:

- Agency Working Draft: Only the Agency has the ability to view and make changes to the PART. OMB cannot view or make changes to the PART.
- OMB Working Draft: Only OMB has the ability to view and make changes to the PART. The Agency cannot view or make changes to the PART.
- Agency and OMB Shared Draft: Both OMB and the Agency can view and make changes to the PART.
- Pending Final: Only OMB has the ability to view and make changes to the PART. The Agency can view the PART but not make changes.
- Fall Updates--Agency Fall Lockout: Both OMB and the Agency can view the PART. Only funding accounts, follow-up actions, and performance measures can be changed.
- Final: The PART has been published and no changes can be made.

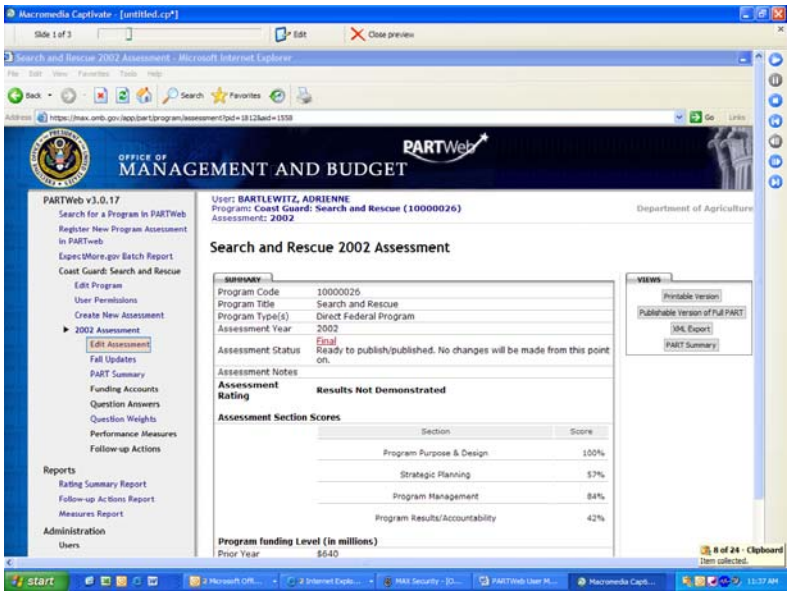
Changing Status Levels

Status levels can be changed when the level of interaction between the agency and OMB needs to be changed.

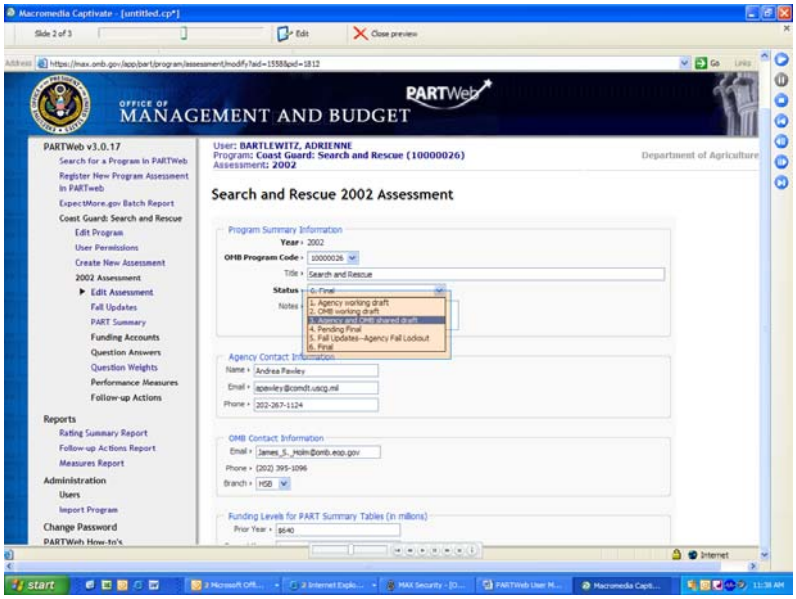
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



3. Click on Edit Assessment on the left hand toolbar.



4. Chose the desired status level in the drop-down box.



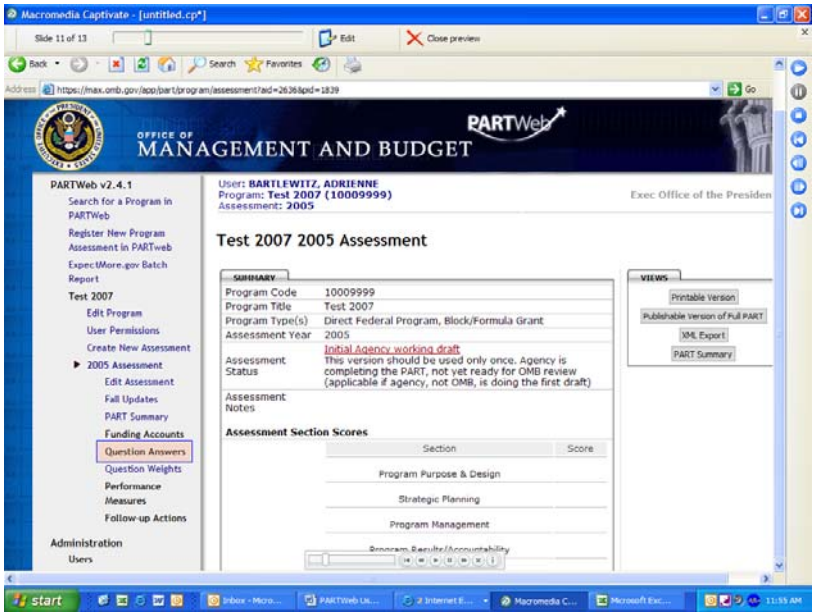
5. Scroll down to the bottom and press Save.

Questions

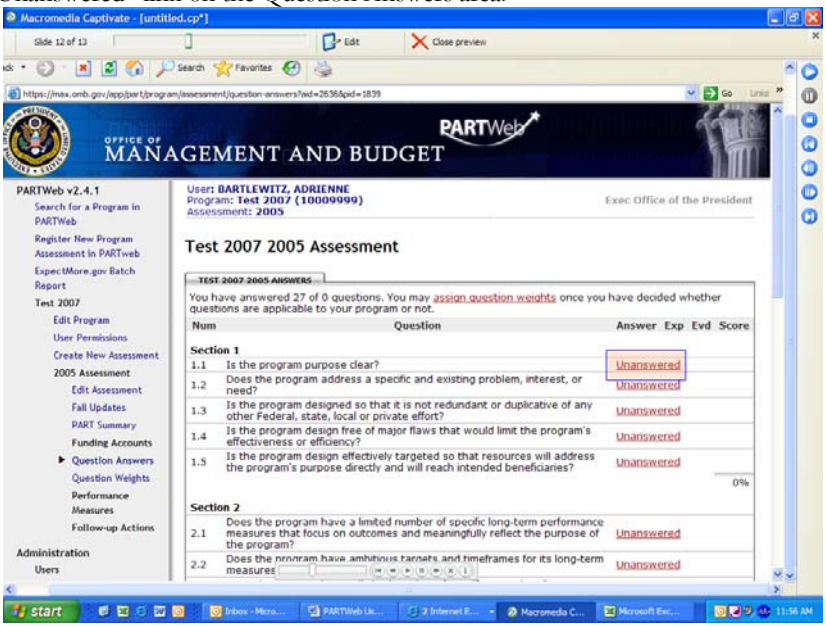
Creating new question answers

1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.

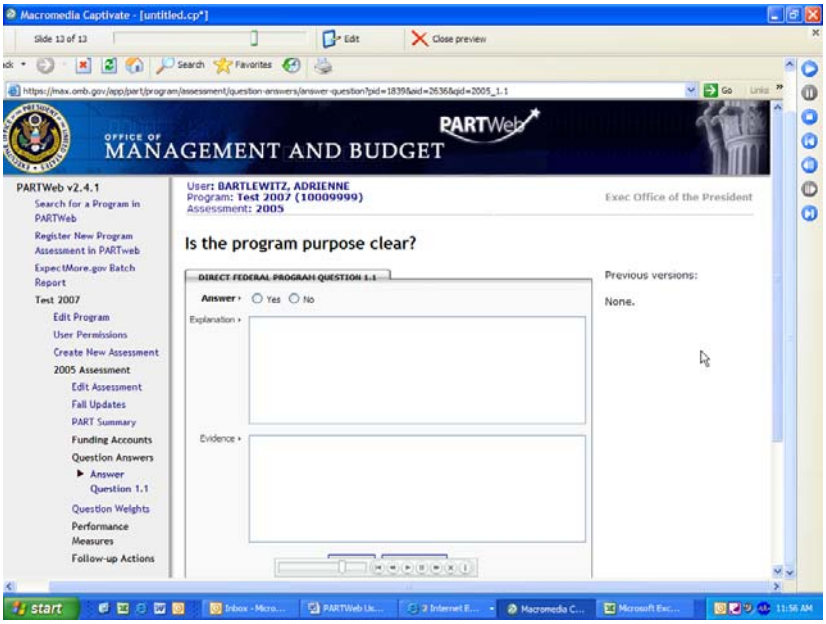
2. Click the "Question Answers" link from the navigation menus area.



3. Click the "Unanswered" link on the Question Answers area.



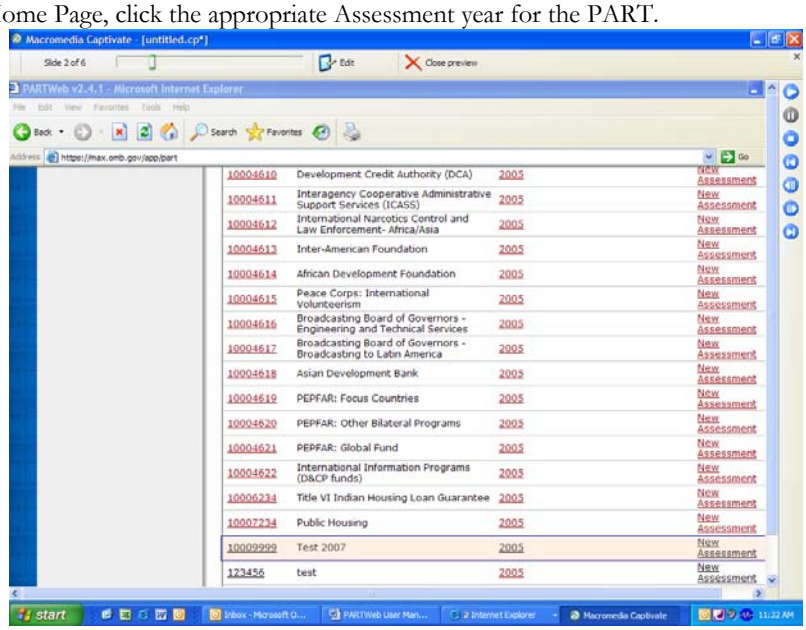
4. Enter data into the appropriate explanation and evidence fields and click on the appropriate radio button to answer the question (yes, no, N/A, large extent, small extent, etc.):



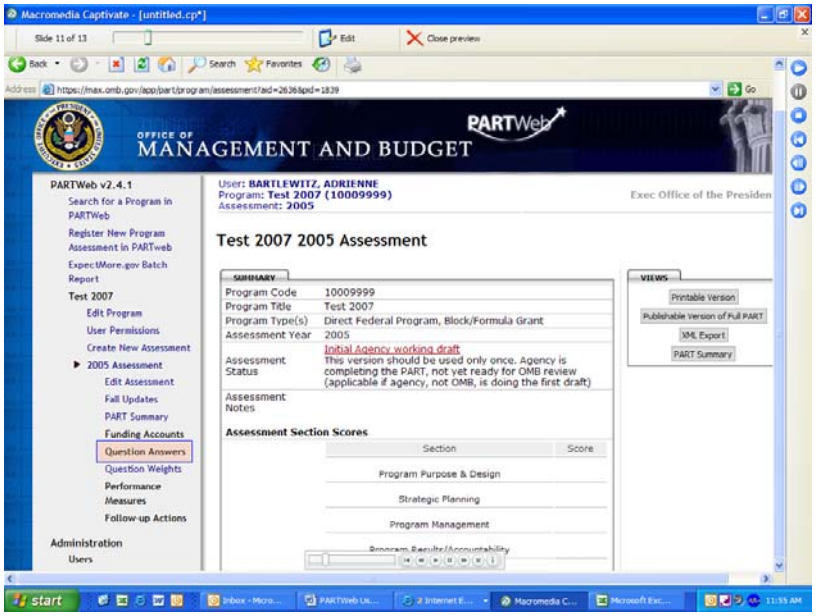
5. Click the "Save" button and verify that the changes were made appropriately. The user will be directed to the next question in the list. Verify that the next dialog is for the appropriate question.

Editing existing question answers

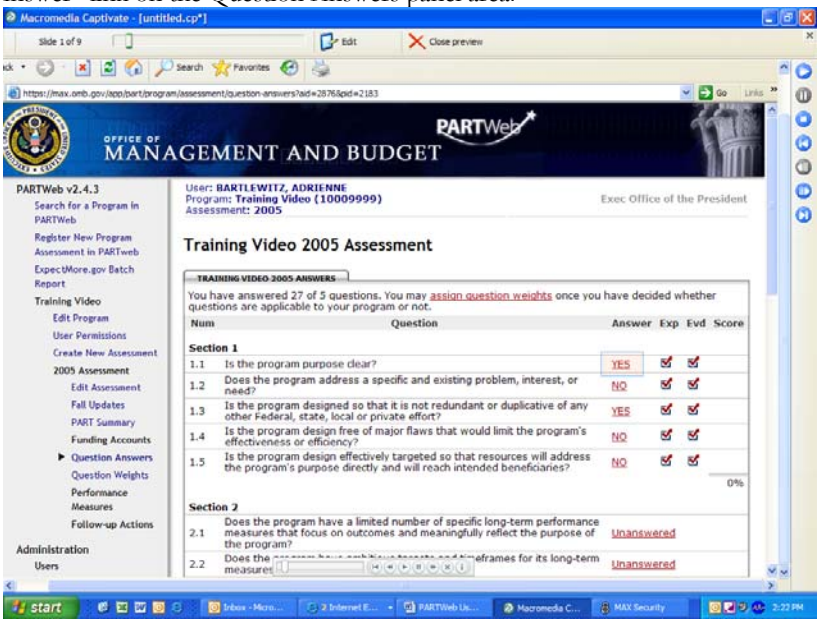
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



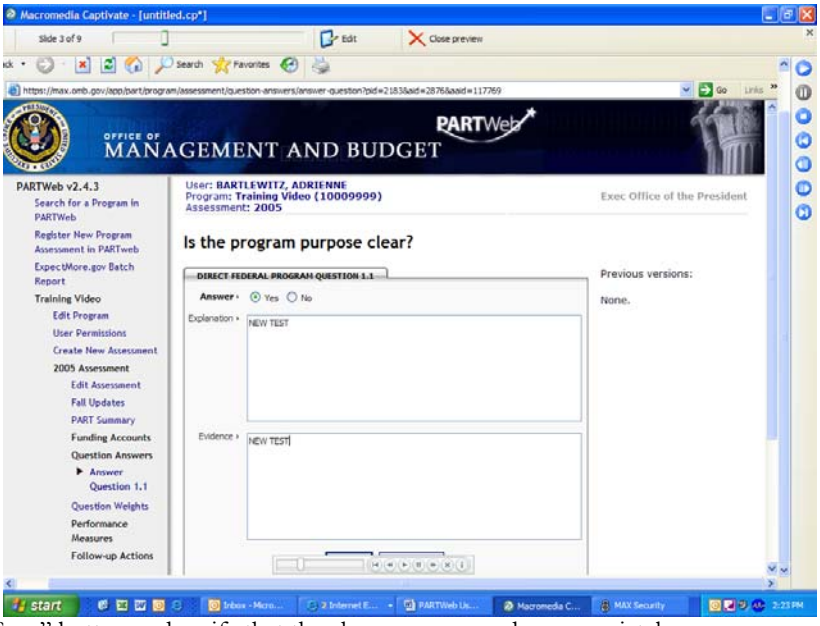
3. Click the "Question Answers" link from the navigation menus area.



4. Click the "Answer" link on the Question Answers panel area.



5. Edit the contents of the appropriate explanation and/or evidence fields or edit the "answer" radio button appropriately:



6. Click the "Save" button and verify that the changes were made appropriately.

Web Addresses (URLs)

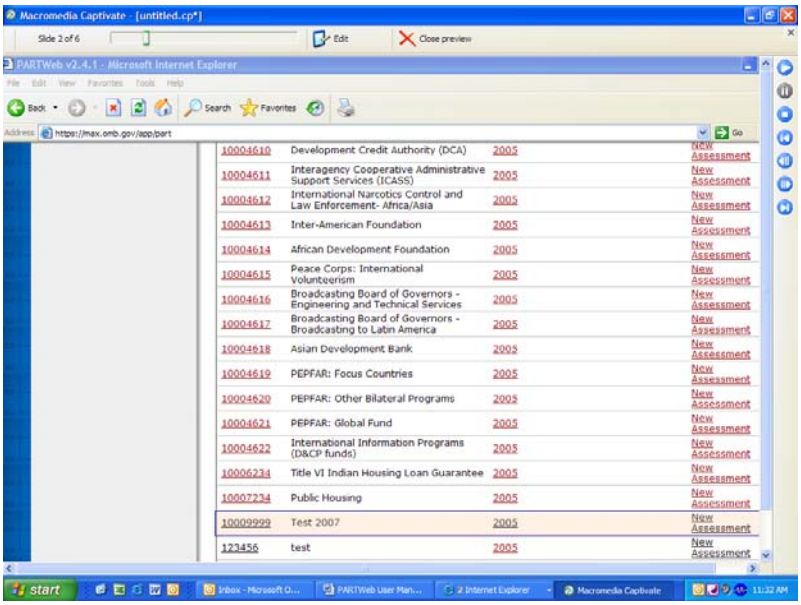
URLs are encouraged to be used in the explanation and evidence of the Question Answers section. According to the 2006 guidance on how to answer questions: *When you cite a web-based resource or website, include the full URL (http://...), verify that the address works, and be as specific as possible about what you are referencing (including the page number, where possible). Web addresses are hyperlinked in ExpectMore.gov, allowing the reader to click on the link and review the evidence.* The web addresses will not be hyperlinked in PARTWeb.

In order for the URLs to properly work in the Printable version, Publishable version of the Full PART, and Expectmore.gov, the URL needs to be typed a certain way.
For example, if the URL is www.omb.gov/part , then the URL needs to be typed like:

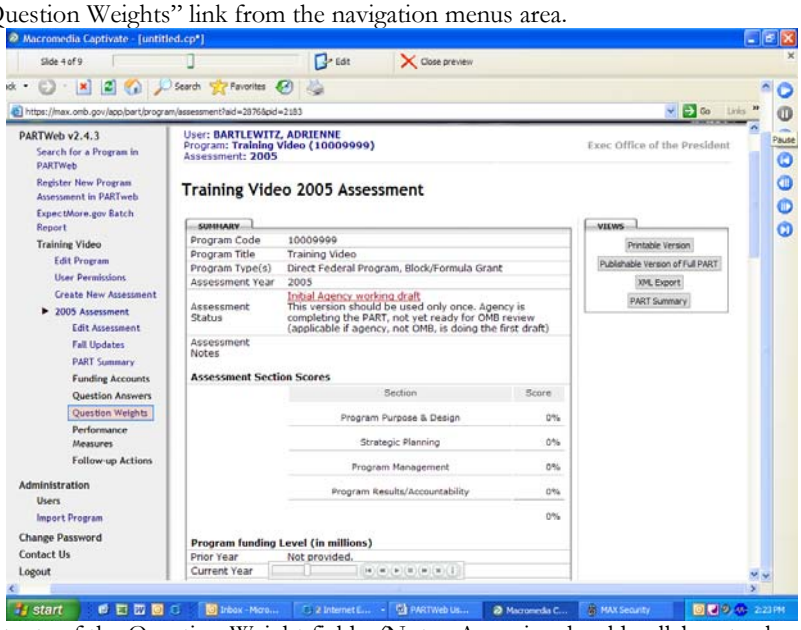
http://www.omb.gov/part

Creating new question answer weights

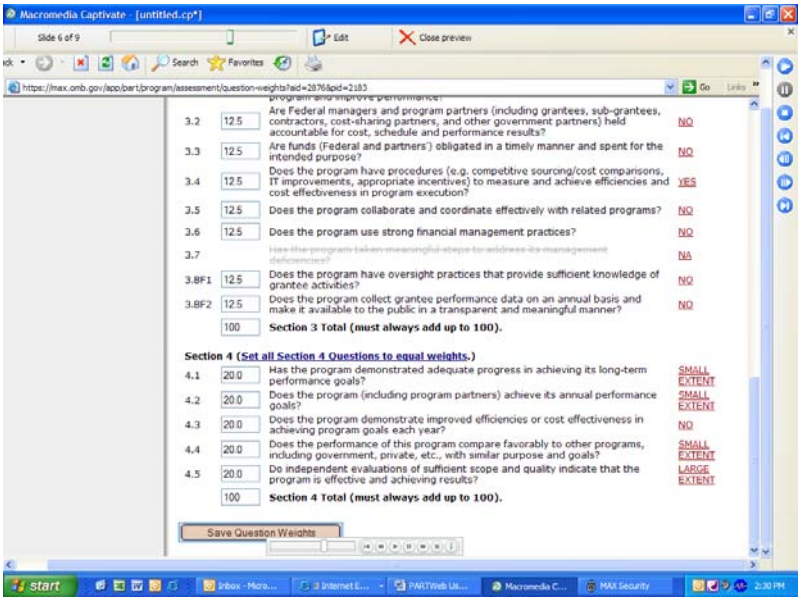
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



3. Click the "Question Weights" link from the navigation menus area.



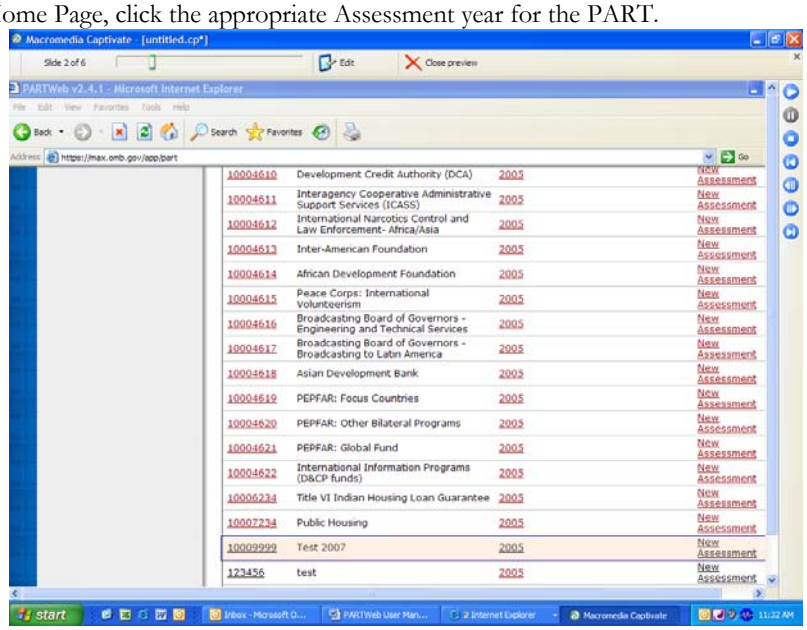
4. Edit the contents of the Question Weight fields: (Note: Agencies should collaborate closely with their OMB examiners before adjusting question weights.)



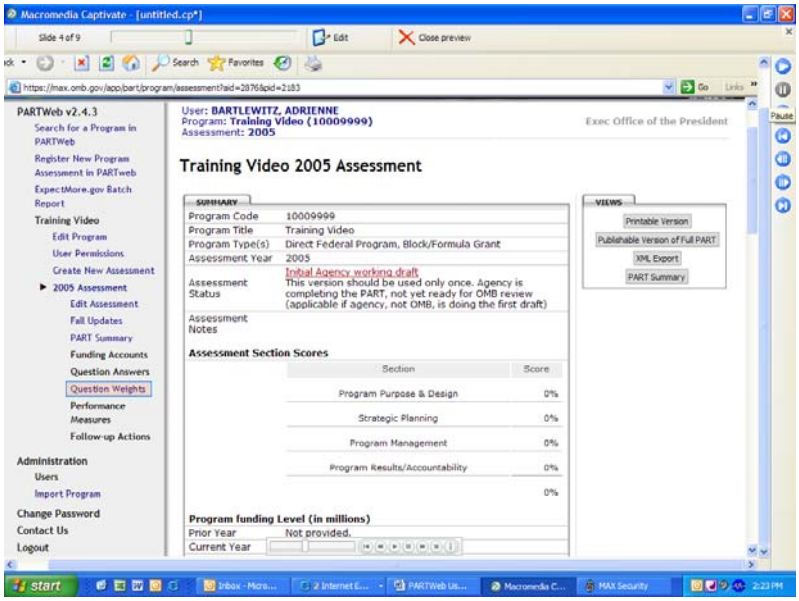
5. Click the "Save Question Weights" button and verify that the appropriate changes were made. Note: the user will not be able to save question weights unless all weights have been entered.

Editing question answer weights

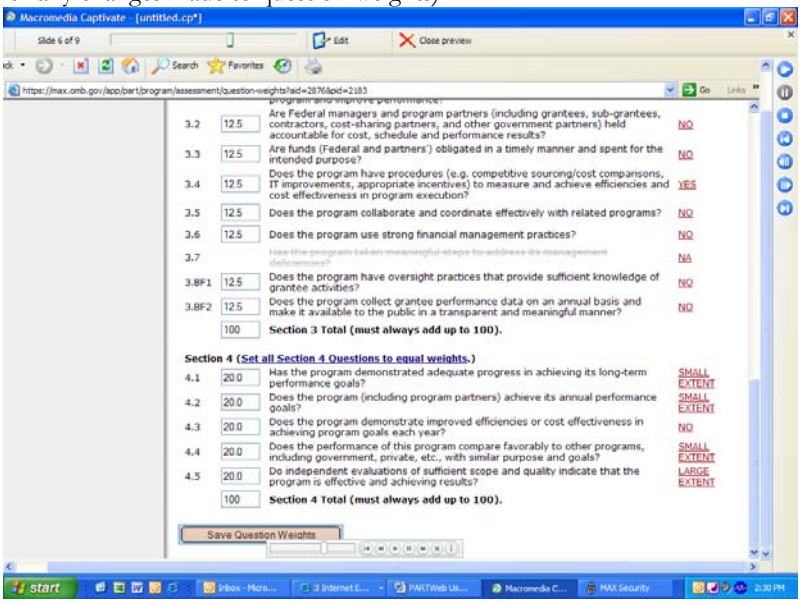
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



3. Click the "Question Weights" link from the navigation menus area.



4. Edit the contents of the Question Weight fields (Note: Agencies must ensure their OMB examiners are in agreement with any changes made to question weights):

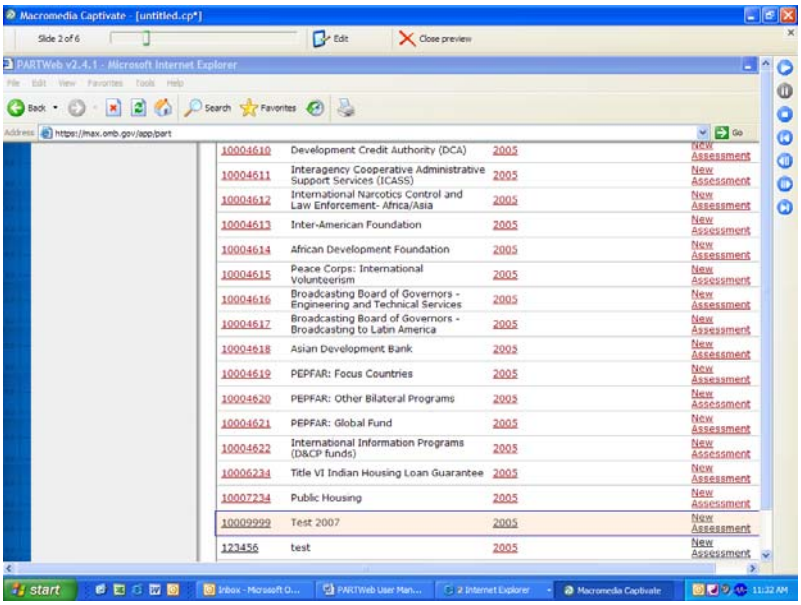


5. Click the "Save Question Weights" button and verify that the appropriate changes were made. Note: the user will not be able to save question weights unless all weights have been entered.

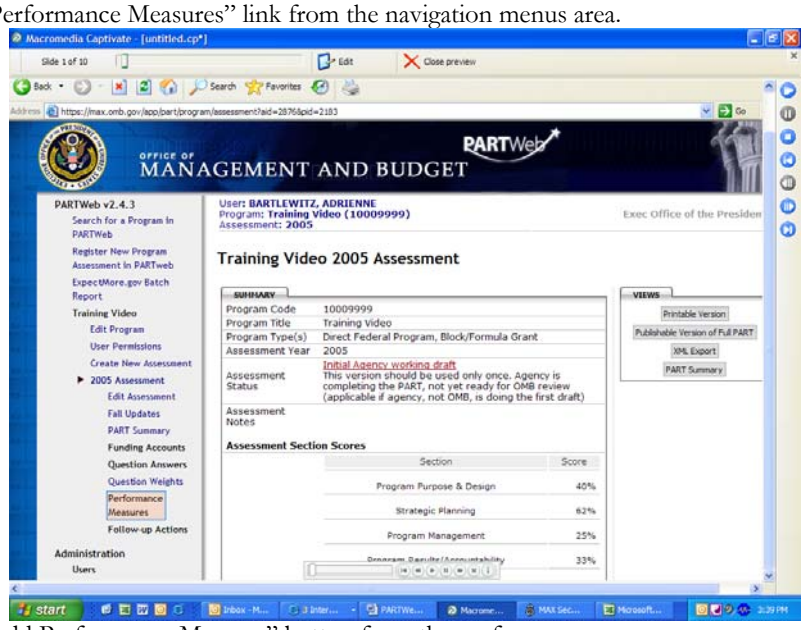
Performance Measures

Creating a new performance measure for a new PART assessment

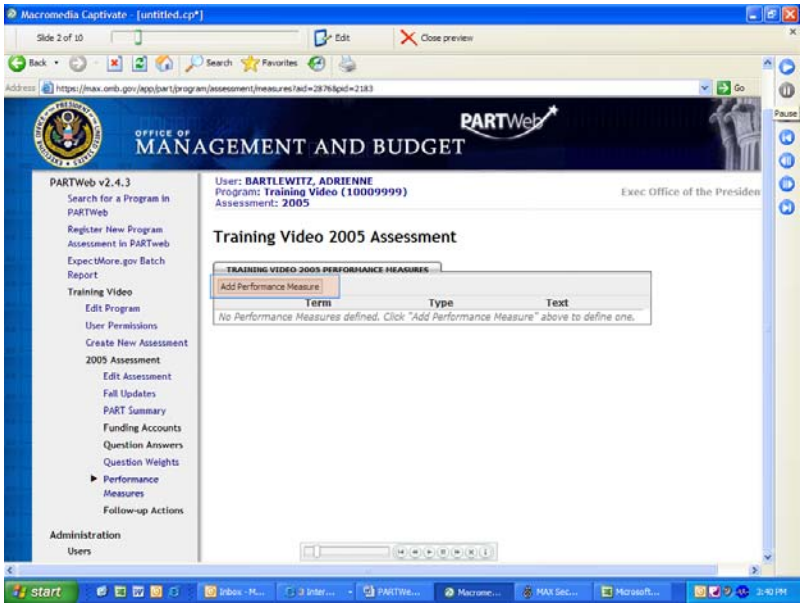
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



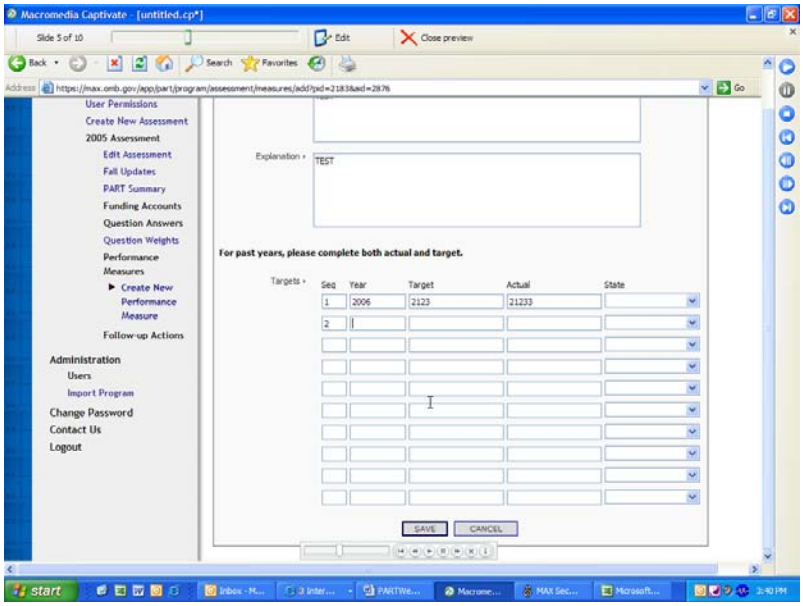
3. Click the "Performance Measures" link from the navigation menus area.



4. Click the "Add Performance Measure" button from the performance measure page.



5. Enter the contents of the Performance Measure fields.



6. Click the "Save" button and verify that the appropriate changes were made.

Edit an existing performance measure

To edit existing performance measures in PARTWeb, please contact your OMB Examiner.

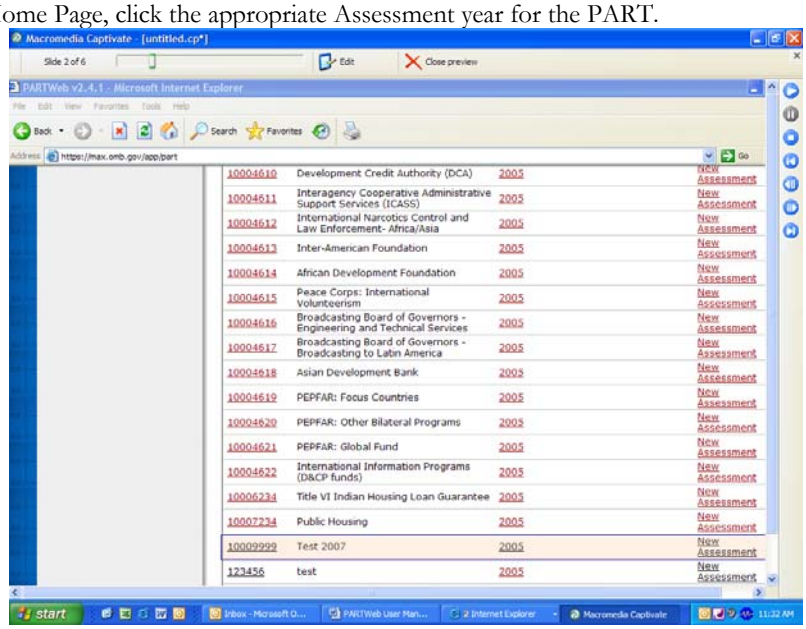
Sequence Numbers

Sequence numbers can be used to organize the Performance Measure. They can be used to order the list of performance measures as well as the order the target/actuals inside the performance measure.

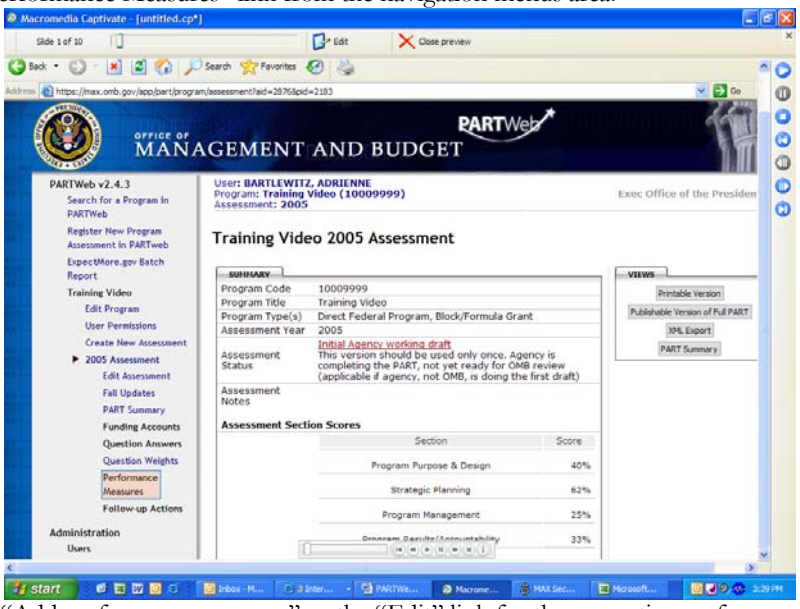
To order the list of performance measures

1. Login as an administrator or a user with permissions to edit a program.

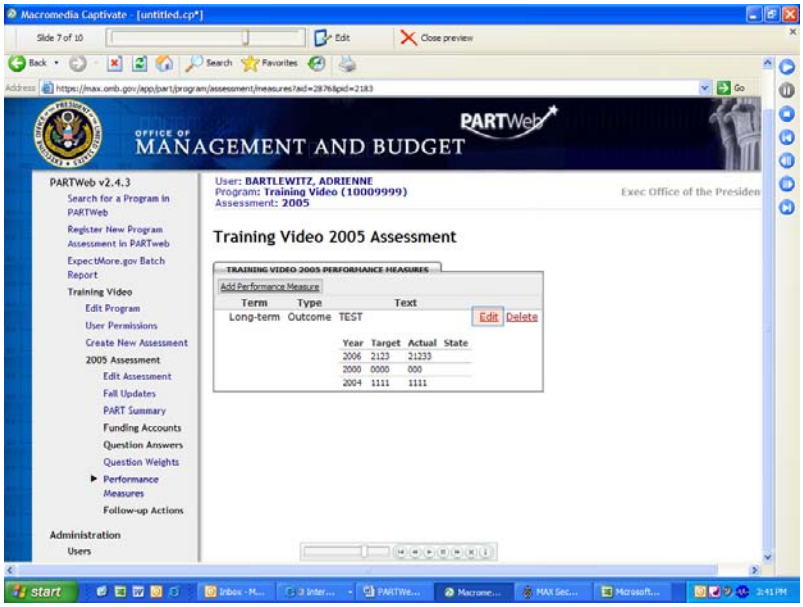
2. From the Home Page, click the appropriate Assessment year for the PART.



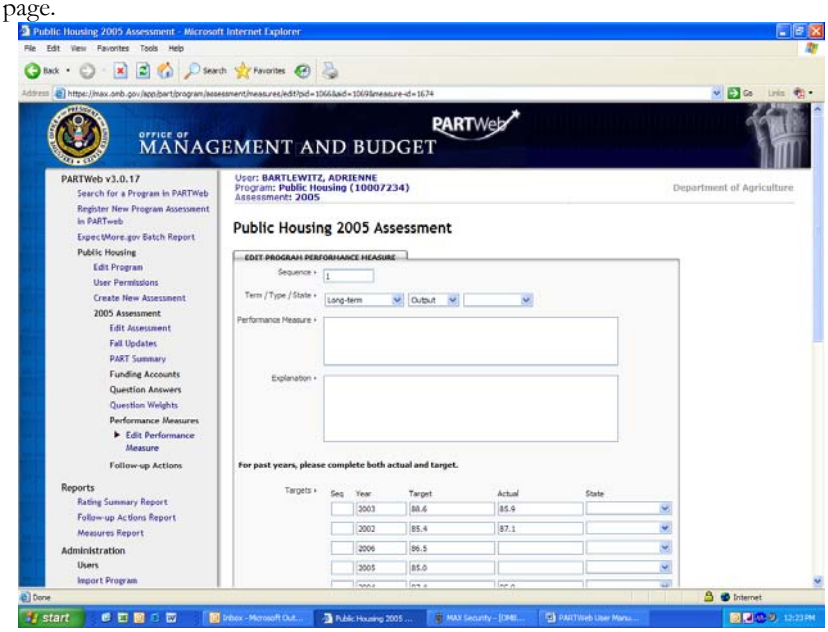
3. Click the "Performance Measures" link from the navigation menus area.



4. Either click "Add performance measure" or the "Edit" link for the respective performance measure to be edited.



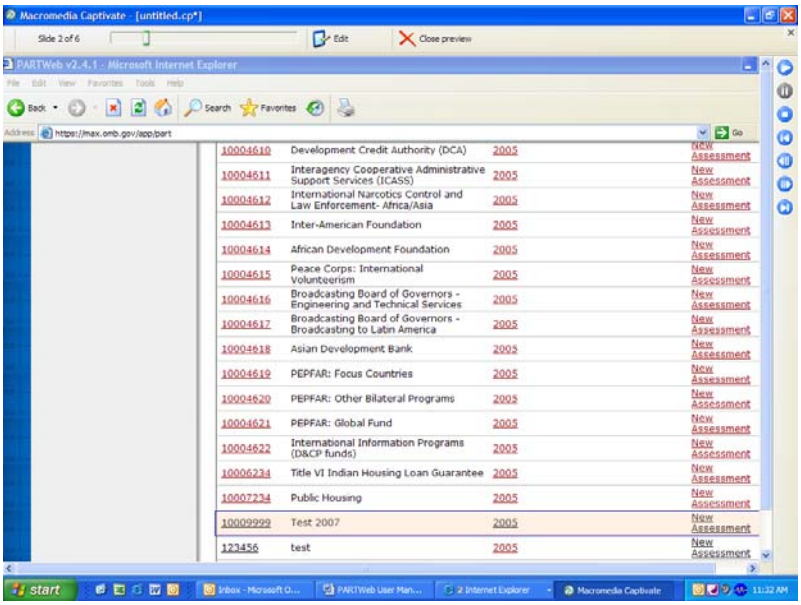
5. When the performance measure screen appears, add the desired number into the box next to Sequence at the top of the page.



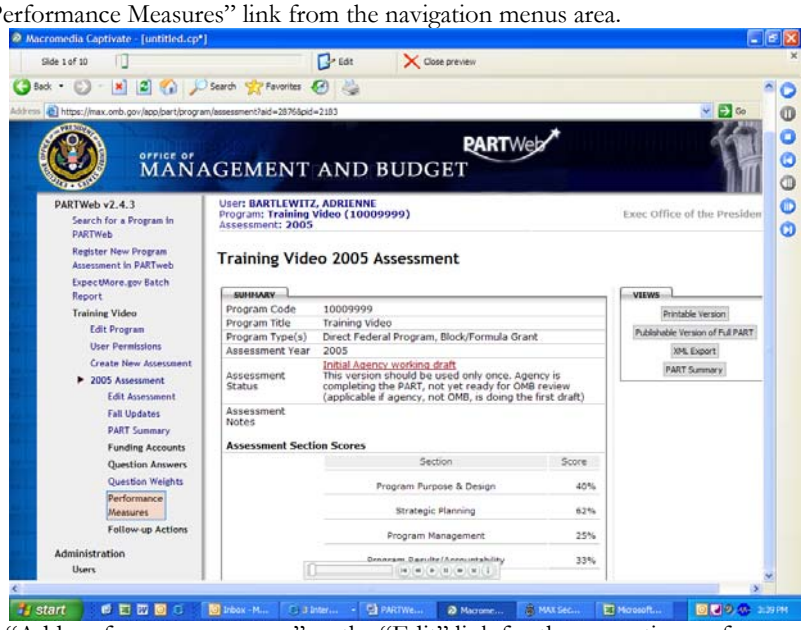
6. Click the "Save" button and verify that the appropriate changes were made.

To order the list of targets/actuals

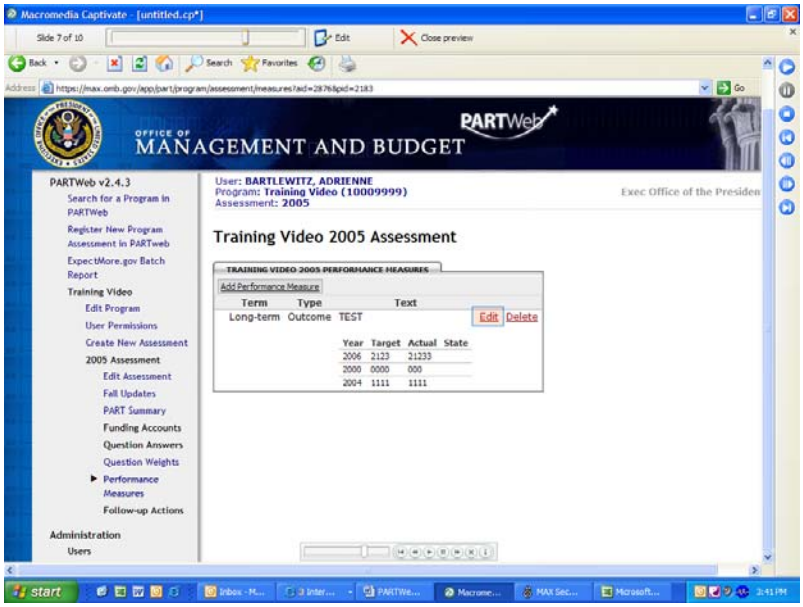
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



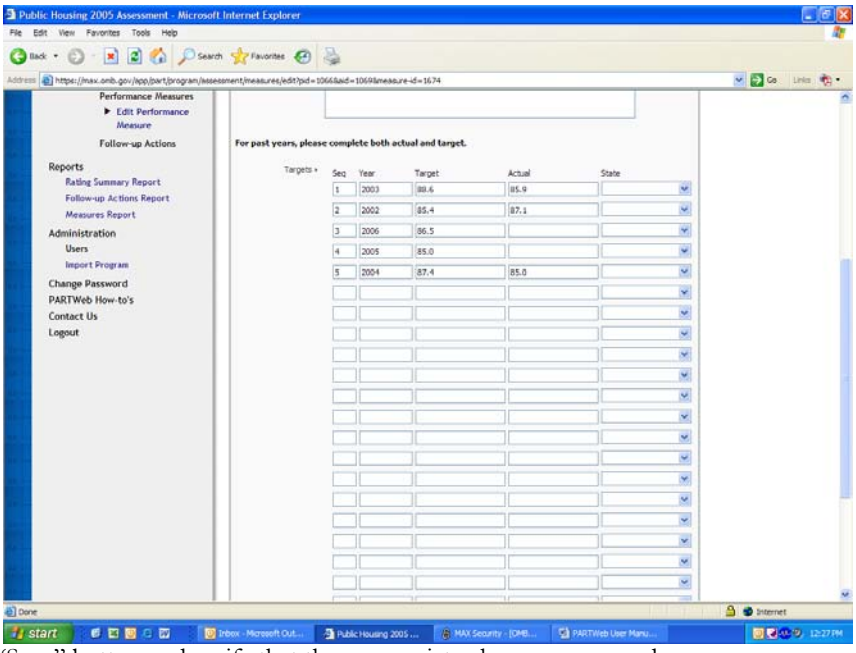
3. Click the "Performance Measures" link from the navigation menus area.



4. Either click "Add performance measure" or the "Edit" link for the respective performance measure to be edited.



5. When the performance measure screen appears, add the desired sequence number into the box next to year in the target/actual section.



6. Click the "Save" button and verify that the appropriate changes were made.

Improvement Plans

Improvement Plans are designed to allow the agency to show the goals of the particular program. The criterion that needs to be filled out that is listed below.

In the fall 2007 PART update 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. Enter in the date of expected completion for each improvement action.

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.**

Select the year the action was begun

This should be the calendar year when the action was identified and/or first reported. For most actions, the year will correspond with the year that the PART summary listing the action was first published. For example: The 2007 PARTs, several programs began working on their follow-up actions in advance of the publication of the PART summaries. Those programs accurately reflect 2005 as the year begun.

Verify/enter the category for the action

The category is used for internal tracking and is not published.

- *Budgetary* – The President's Budget includes a proposal relating to the total funding for the program or funding for a portion of the program (i.e., to increase, decrease, or maintain the current level) or to change the distribution (targeting) of funding within the program. The budget recommendation is based largely on performance.
- *Legislative* – The follow-up action relates to submitting a legislative proposal or working with the Congress in an informal fashion to enact a legislative change. The legislative proposal may be included in the President's Budget or submitted separately and it may in appropriations language, considered as part of an authorization bill, or submitted as a separate bill.
- *Performance Measurement* – The agency is developing or will develop new performance measures (long term, annual, or efficiency) or the agency is or will develop targets for its performance measures.
- *Management (other)* – The agency is taking or will take administrative steps (besides developing performance measures) in response to PART findings. Examples include putting performance contracts in place to hold managers accountable for performance, revising regulations, modifying grant announcements, establishing a methodology for measuring improper payments, etc.

Update the status:

- *No action taken* – The agency/program has not taken steps to implement the follow-up action.
- *Action taken, but not completed* – The agency/program has taken some steps to implement the follow-up action, but has not completed the action.
- *Completed* – The agency/program has completed the follow-up action.
- *Enacted* – This category should only be used for actions categorized as budgetary or legislative, such as when the President's Budget included a funding proposal that was

enacted by the Congress or when the Administration submitted legislation that the Congress enacted.

- *Not enacted* – Just as "enacted," this category should only be used for actions categorized as budgetary or legislative.
- *Inactive*: This is a new update status if the program is no longer working to achieve this improvement action. **All inactive actions must be replaced with current improvement actions. This option should only be used with consultation with your OMB program examiner.**

Provide comment to explain status

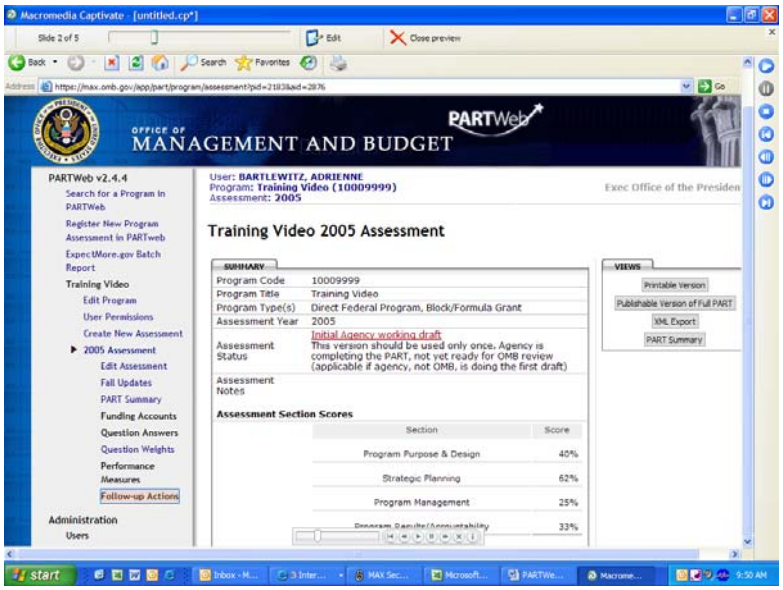
As appropriate, explain the status of the follow-up action. There is limited space so explanations should be succinct.

- *No action taken* – An explanation is required. There is an exception for new actions that were just added.
- *Action taken, but not completed* – The explanation could explain what has been done and what remains to be done and the associated timeline.
- *Completed* – The comment may explain the associated impact on performance.
- *Enacted* – The comment may explain when the budget or legislative proposal was enacted, including mentioning the legislation that enacted it.
- *Not enacted* – If a budgetary proposal from a prior year was not enacted, the comment should identify if the action is proposed again in the FY 2007 President's Budget or there should be an additional budgetary action listed for 2006.
- The comments relating to legislative actions should make clear what exactly was done. For instance, legislation was introduced; legislation has been approved in the Senate, etc.

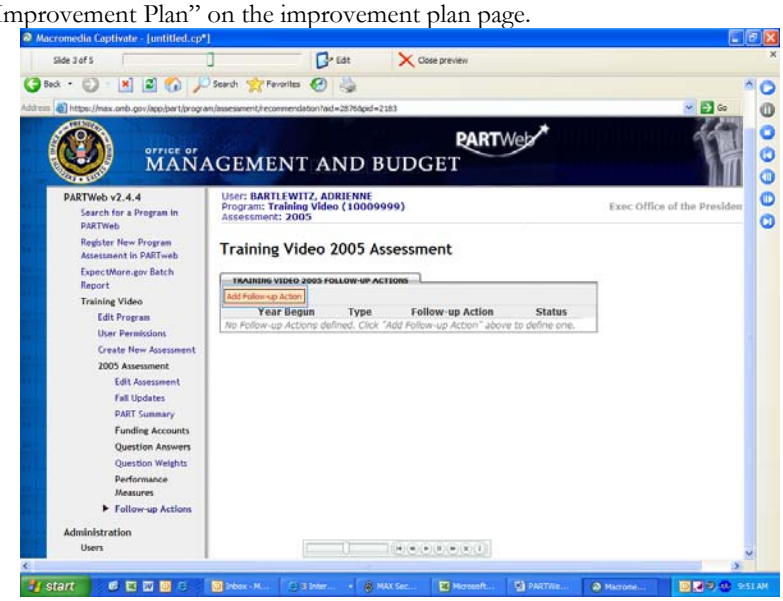
Creating a new Improvement Plan

1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.

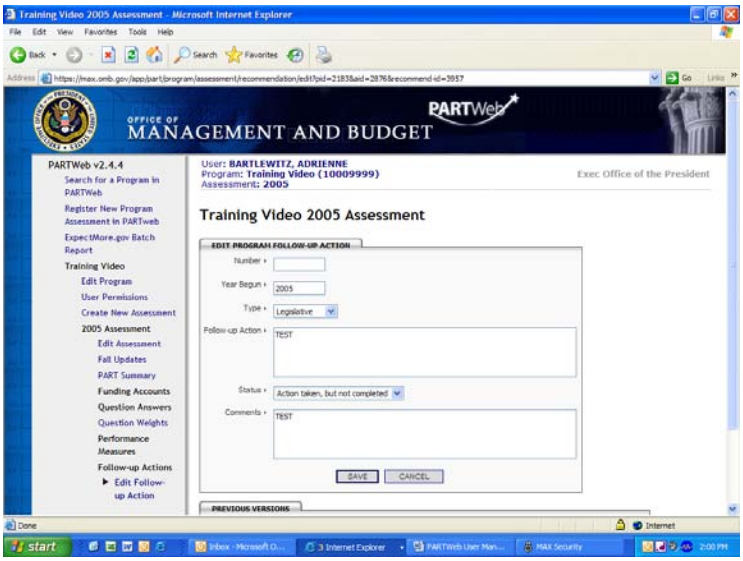
3. Click "Improvement Plan" from the navigation menus area.



6. Click "Add Improvement Plan" on the improvement plan page.



7. Enter the Improvement Plan into the appropriate fields.

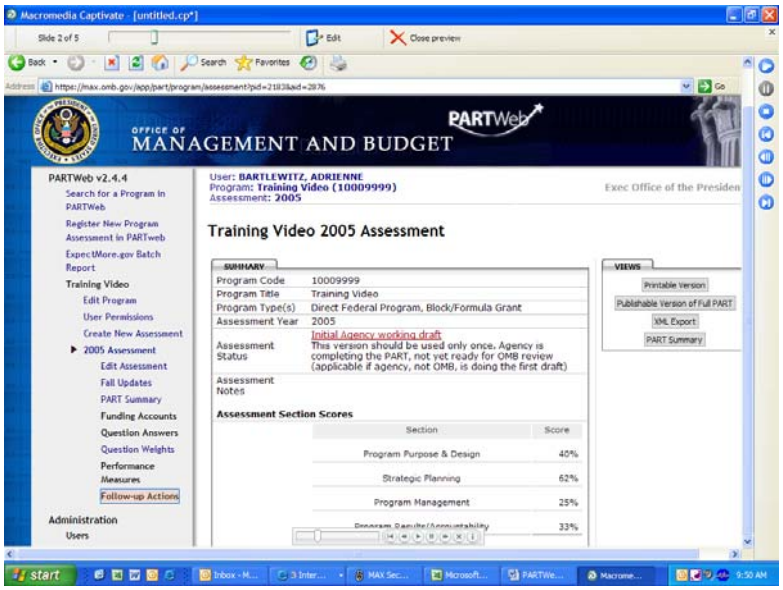


6. Click the "Save" button and verify the appropriate changes have been saved.

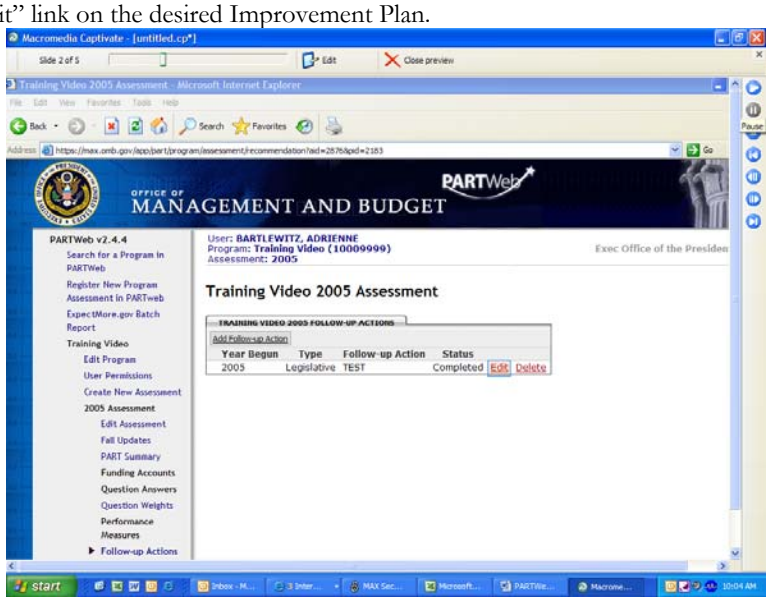
Edit an existing Improvement Plan

1. Login as an administrator or a user who has permissions to edit a program.
2. From the Home Page, click the appropriate Program title to go to the Program Home Page.

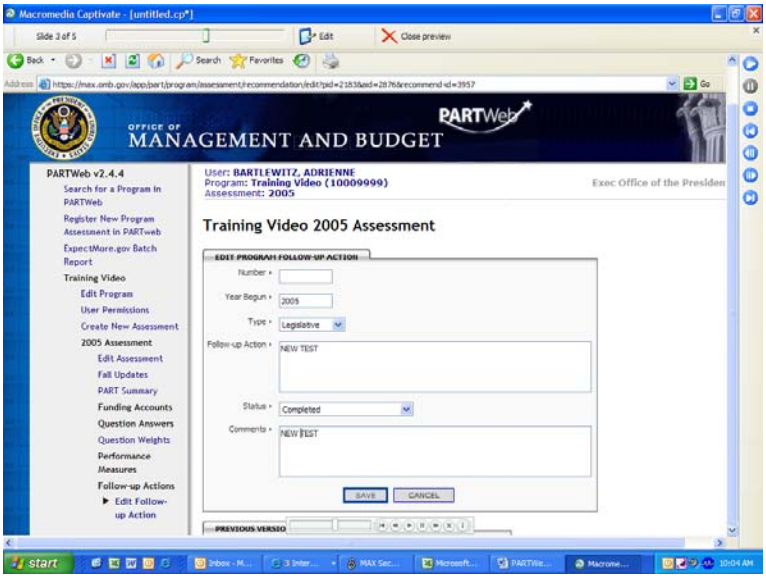
3. Click "Improvement Plan" from the navigation menus area.



4. Click the "Edit" link on the desired Improvement Plan.



5. Edit the contents of the Improvement Plan fields.



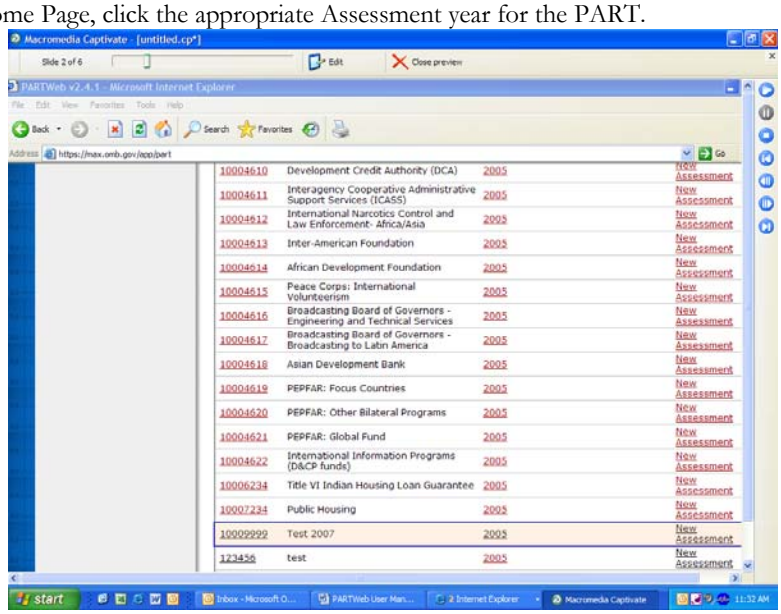
6. Click the "Save" button and verify the appropriate changes have been saved.

Sequence Numbers

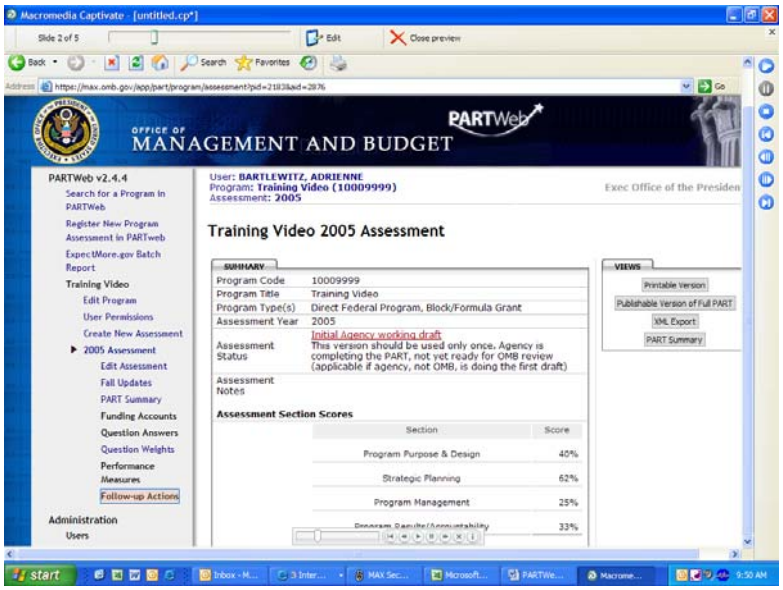
Sequence numbers can be used to organize the Improvement Plan. They can be used to order the list of follow-up actions as well as the order the target/actuals inside the follow-up actions.

To order the list of Improvement Plan

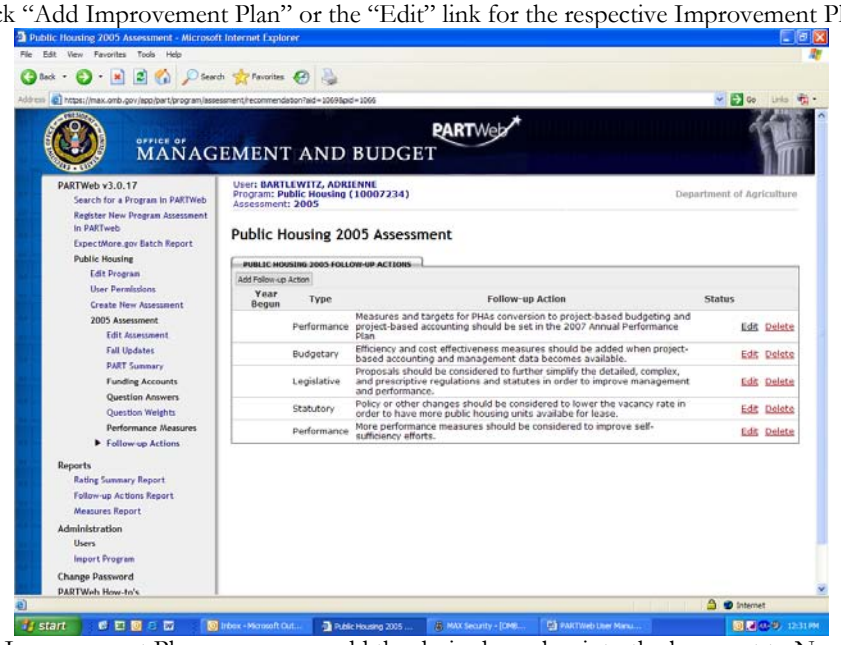
1. Login as an administrator or a user with permissions to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



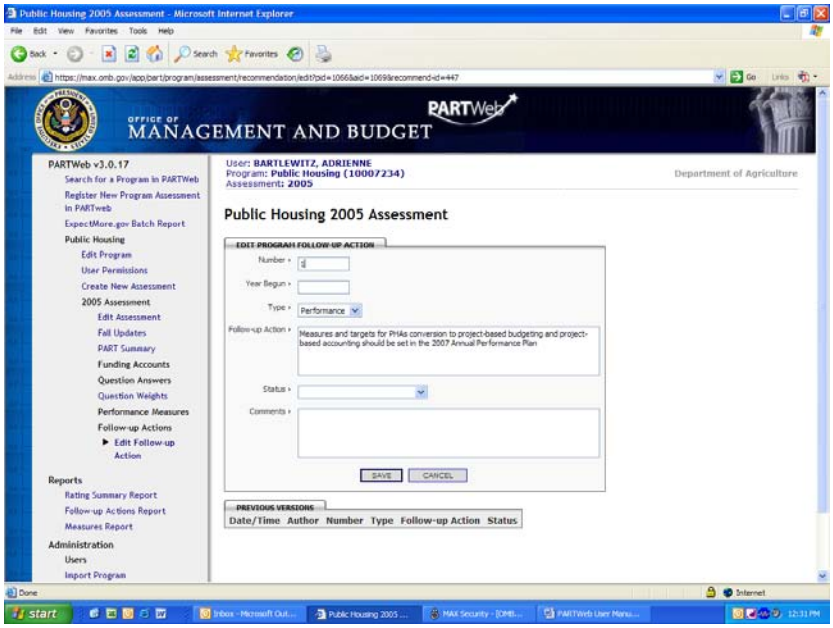
3. Click "Improvement Plan" from the navigation menus area.



4. Either click "Add Improvement Plan" or the "Edit" link for the respective Improvement Plan to be edited.



5. When the Improvement Plan on appears, add the desired number into the box next to Number at the top of the page.

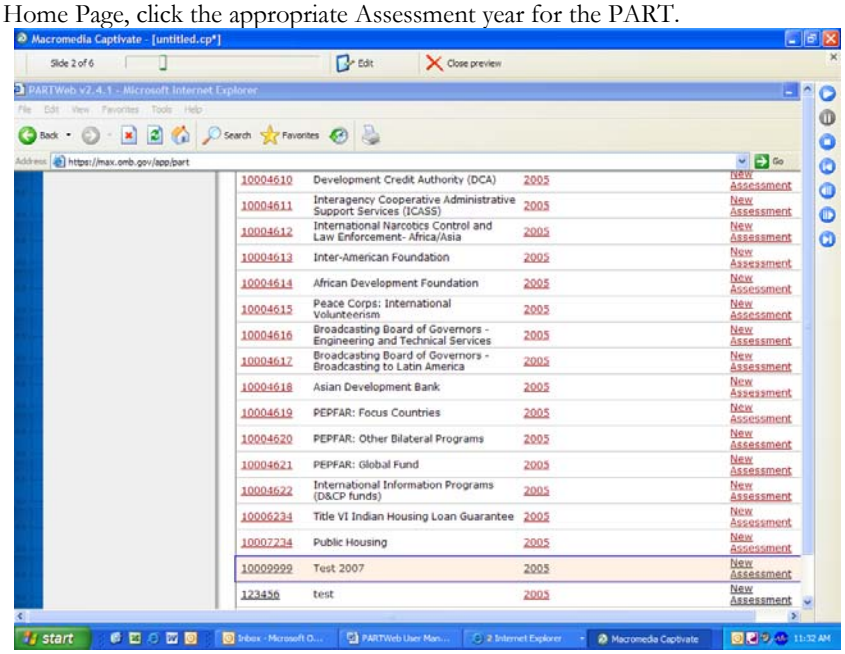


6. Click the "Save" button and verify that the appropriate changes were made.

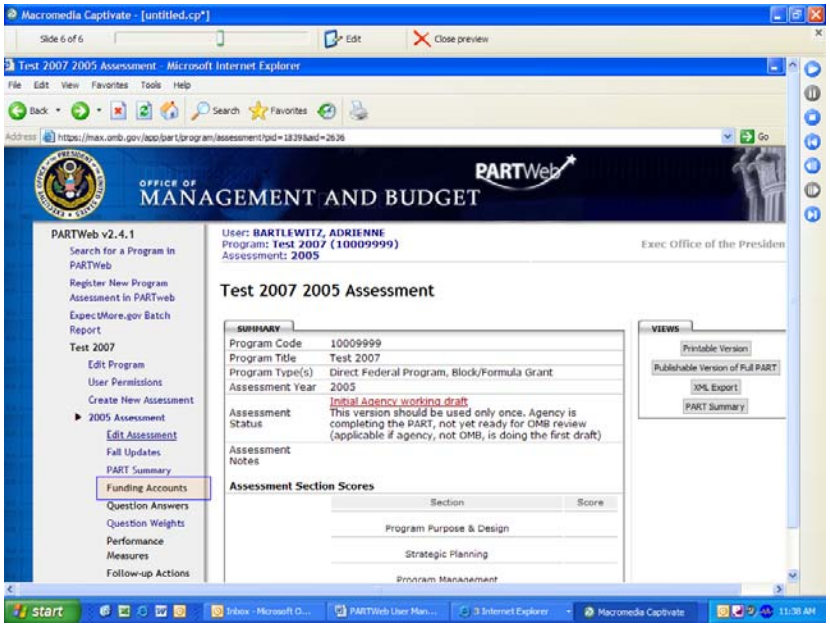
Funding Account

Creating a new funding account

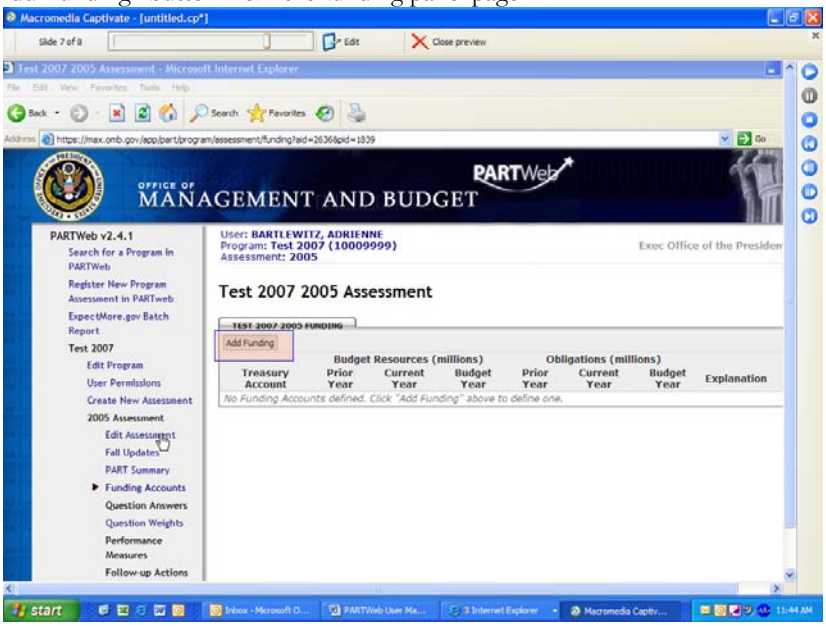
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



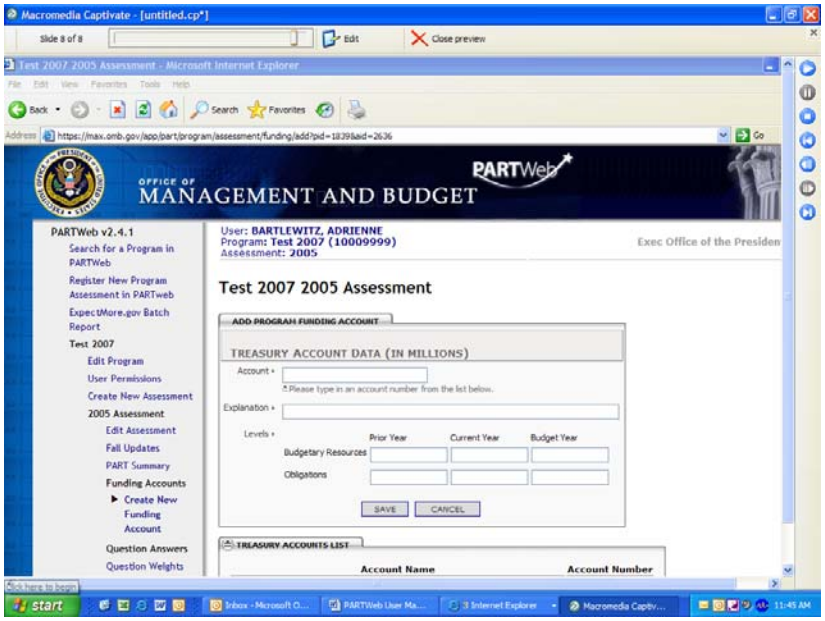
3. Click the "Funding Accounts" link from the navigation menus area.



4. Click the "Add Funding" button from the funding panel page.



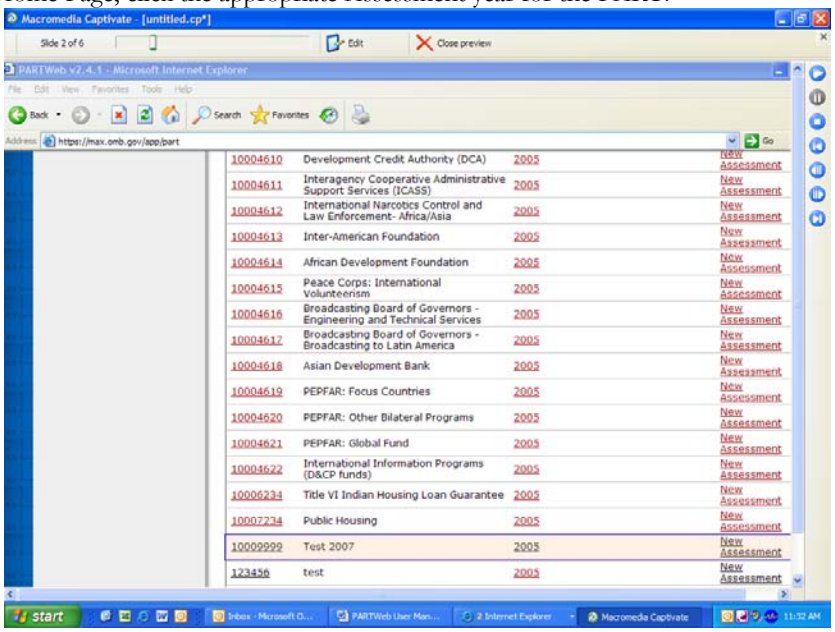
5. Edit the contents of the Funding Account fields as appropriate:



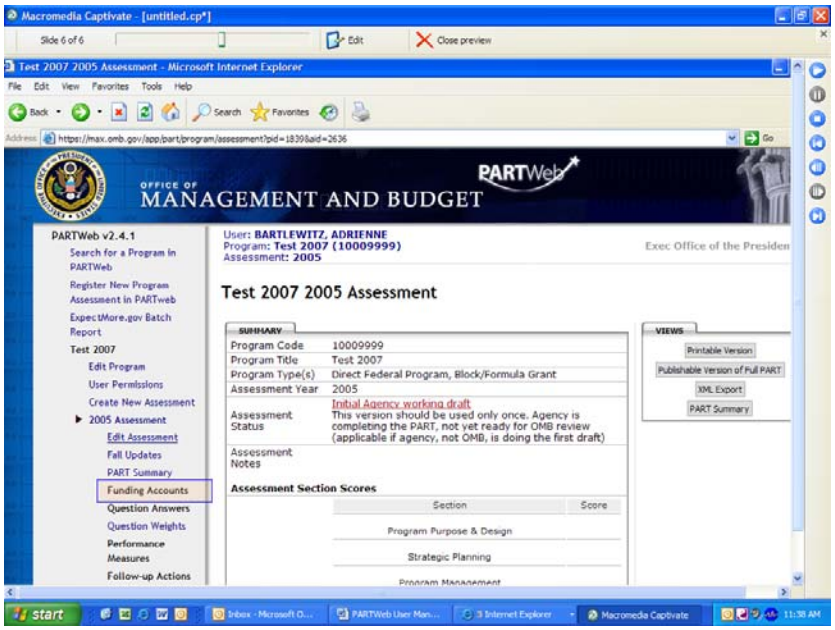
6. Click the "Save" button and verify that the changes were made appropriately.

Editing a funding account

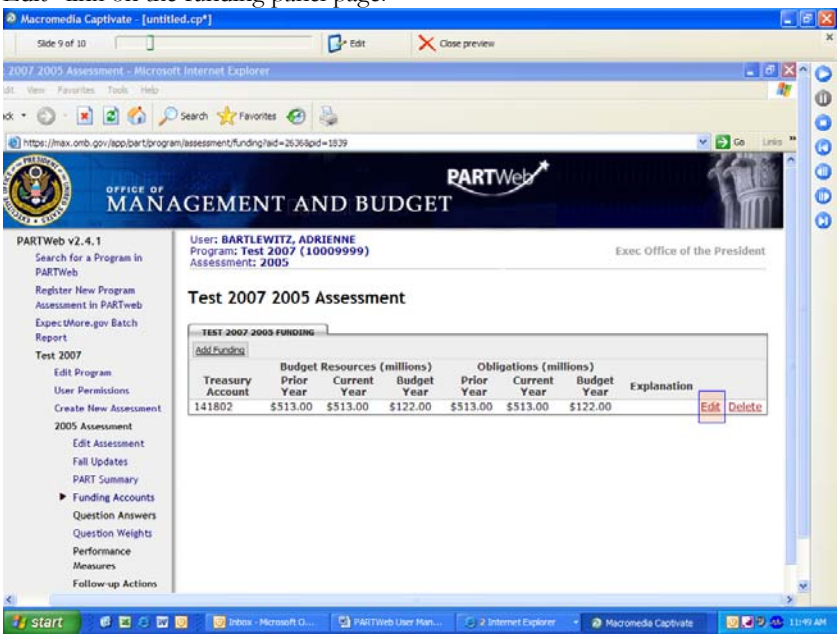
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



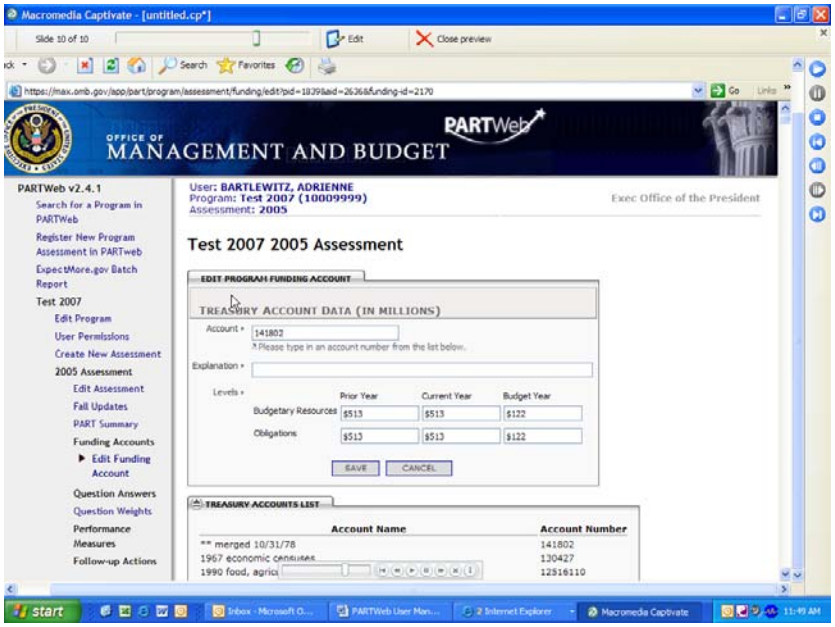
3. Click the "Funding Accounts" link from the navigation menus area.



4. Click the "Edit" link on the funding panel page.



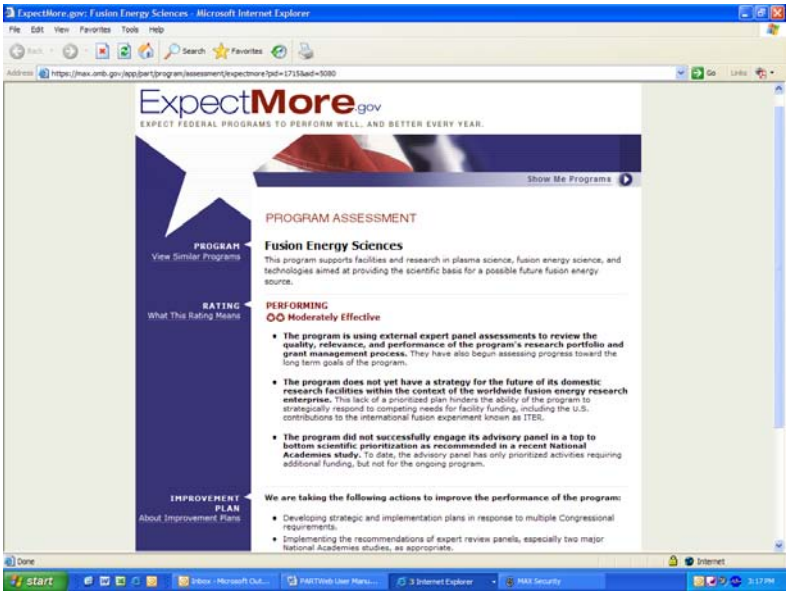
5. Edit the contents of the Funding Account fields as appropriate:



7. Click the "Save" button and verify that the changes were made appropriately.

Section 4: PART Summaries

PART Summaries are a program summary for www.ExpectMore.gov . When a person clicks on a program, the PART Summary is the first information the person is given about the program.



Updating PART Summaries

Beginning in 2006, all users have access to update the PART summaries. There are several sections in the PART Summary. They are as follows: program description, program URL, 3 topics, 3 findings, and 3 improvement plans.

The program description is a short description that allows a person to understand what this program is. It should tell the reader the purpose of the program.

The program URL can be the Department's URL or it can be specifically the program's URL. For example, if the PART Summary is for Missile Defense, then they could have http://www.mda.mil/ (the program's URL) or http://www.defenselink.mil/ (Department of Defense URL).

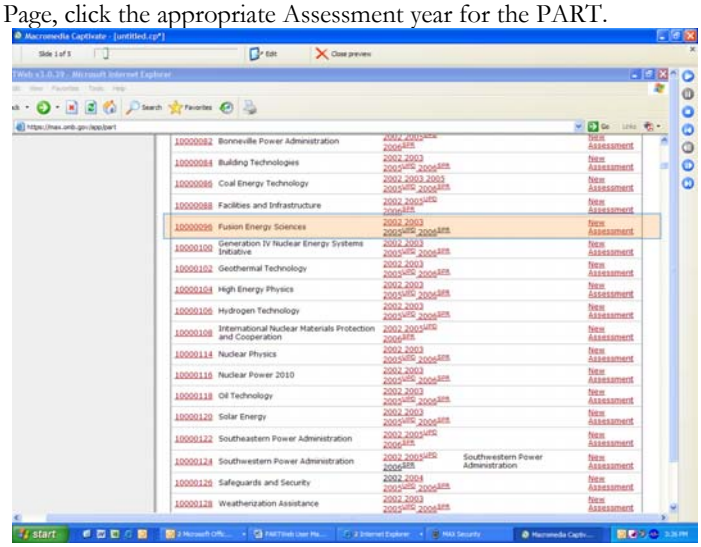
The topics need to be chosen according to the budget function that the program uses. There 17 topics that the user can choose from are Agriculture, Business and Commerce, Community and Regional Development, Disaster Relief, Education, Energy, Foreign Affairs, Government Administration, Health and Well-Being, Housing, Law Enforcement, National Security, Natural Resources and the Environment Science and Space, Training and Employment, Transportation, and Veterans Benefits.

The findings should explain the rating and highlight the strengths and weaknesses of the program. The findings selected for display on Expectmore.gov should clearly support the program rating in tone, theme and content. For example, if the program is rated "Ineffective" the findings should identify the program's deficiencies and weaknesses. A Moderately Effective or Adequate program should have a mix of positive and negative findings presented.

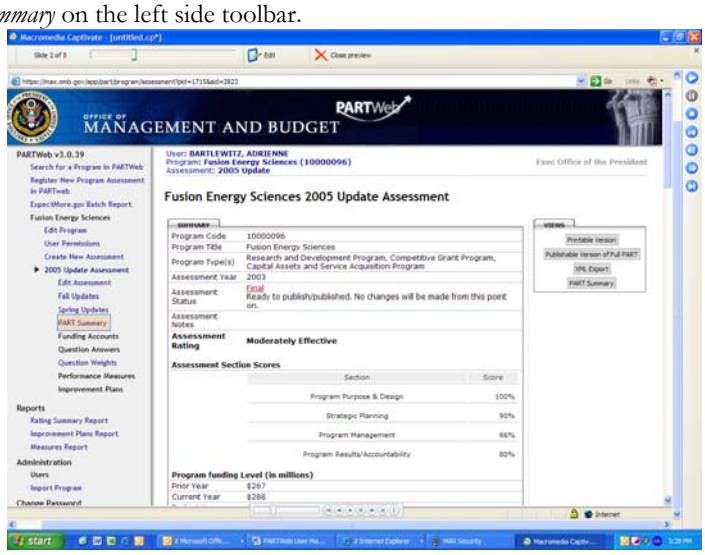
The improvement plans that appear in the PART Summary are separate and not connected to the rest of the assessment. The Improvement Plans are the actions that OMB and the agencies agree are

necessary to address the program's weaknesses as identified in the PART and improve program performance.

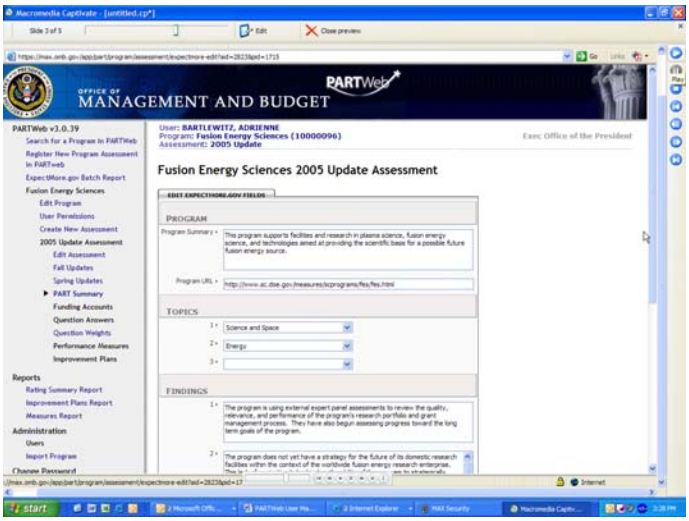
1. Login as an administrator or a user who has permission to edit a program.
2. From the Home Page, click the appropriate Assessment year for the PART.



3. Click on *PART Summary* on the left side toolbar.



4. The PART Summary page will appear and depending on the status level, the PART Summary will be able to be updated.


Macromedia Captivate - [untitled.cp*]
OFFICE OF MANAGEMENT AND BUDGET
PARTWeb
PARTWeb v3.0.39
Search for a Program in PARTWeb
Register New Program Assessment in PARTweb
ExpectMore.gov Batch Report
Fusion Energy Sciences
Edit Program
User Permissions
Create New Assessment
2005 Update Assessment
Edit Assessment
Fall Updates
Spring Updates
PART Summary
Funding Accounts
Question Answers
Question Weights
Performance Measures
Improvement Plans
Reports
Rating Summary Report
Improvement Plans Report
Measures Report
Administration
Users
Import Program
Change Password
User: BARTLEWITZ, ADRIENNE
Program: Fusion Energy Sciences (10000096)
Assessment: 2005 Update
Exec Office of the President
Fusion Energy Sciences 2005 Update Assessment
PROGRAM
Program Summary *
This program supports facilities and research in plasma science, fusion energy science, and technologies aimed at providing the scientific basis for a possible future fusion energy source.
Program URL *
TOPICS
1 * Science and Space
2 * Energy
3 *
FINDINGS
1 * The program is using external expert panel assessments to review the quality, relevance, and performance of the program's research portfolio and grant management process. They have also begun assessing progress toward the long term goals of the program.
2 * The program does not yet have a strategy for the future of its domestic research facilities within the context of the worldwide fusion energy research enterprise.
Internet
start

Section 5: Abbreviated Reassessments

The option for an abbreviated reassessment has been eliminated. A program reassessment must have updated responses for all questions.

Section 6: Analytical Reports

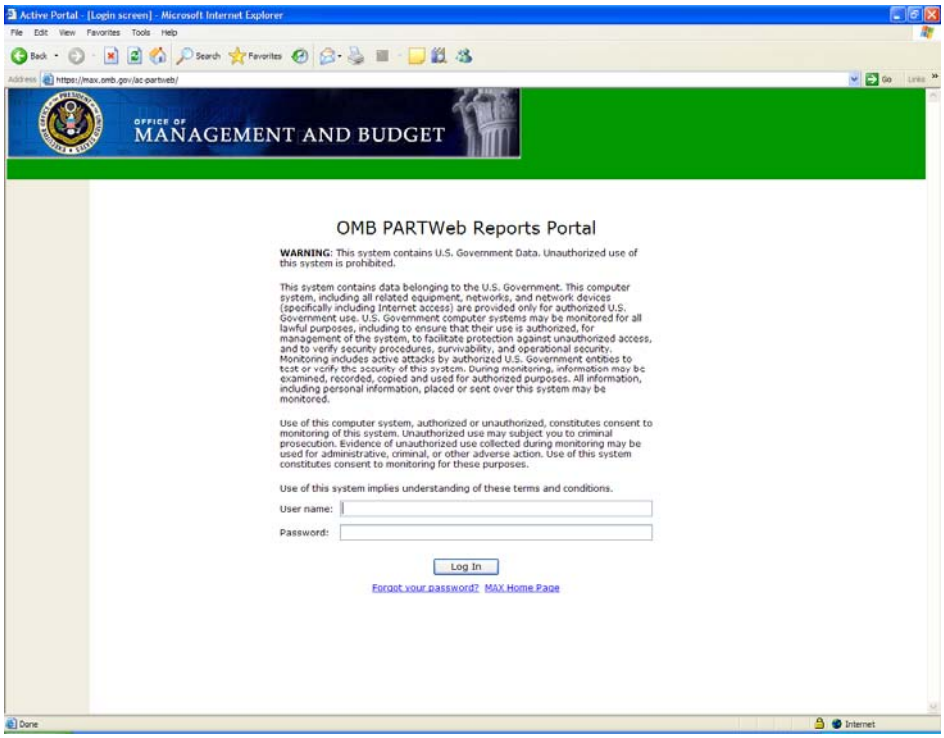
The Analytical Reports is designed to give the PART community to a broader view of performance data. The PARTWeb reports portal is an additional analytical tool that can be used to further analyze trends across PART assessments within and outside of your agency.

The reports are simple to use and were created to allow PARTWeb customers to parametize each report according to their data needs.

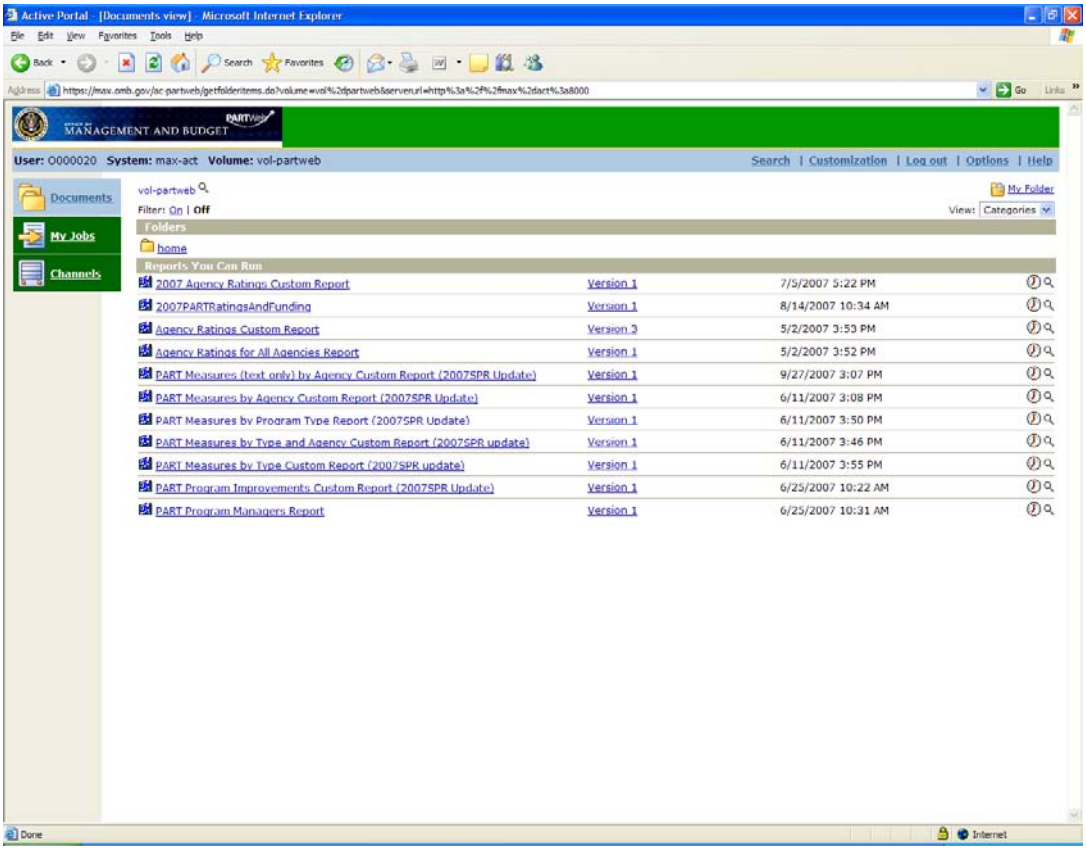
PARTWeb Analytical Reports also enhances your ability to further analyze the data by saving to Microsoft Excel format where you can create graphs and charts or pivot the data to further understand trends.

If you have a suggestion for a report that is not available, please email James Hurban at jhurban@omb.eop.gov so that the report can be developed and shared widely with the performance community.

To use PARTWeb Analytical Reports, you will need to log in using your PARTWeb ID and password (the same one you use to log into PARTWeb).



Once you enter the reports portal, all of the reports are available to all registered users.



To run a report, click on the report and chose your parameters that you wish to see in the report.

Once the report is completed, you may download the report to several formats (by clicking on the download button on the menu bar): pdf, excel or rtf format.

Several reports should be helpful to see what other agencies are measuring for outcome and efficiency or their improvement plans to achieve better effective programs.

Data Reports:

PARTWeb also offers a quick method to get a data query of three areas of PART: Rating, Follow-up Actions, and Performance Measures. It is designed to be an easier process than going into individual PARTs and obtaining the information. The Analytical Reports is designed to be used across an agency or when comparing agencies.

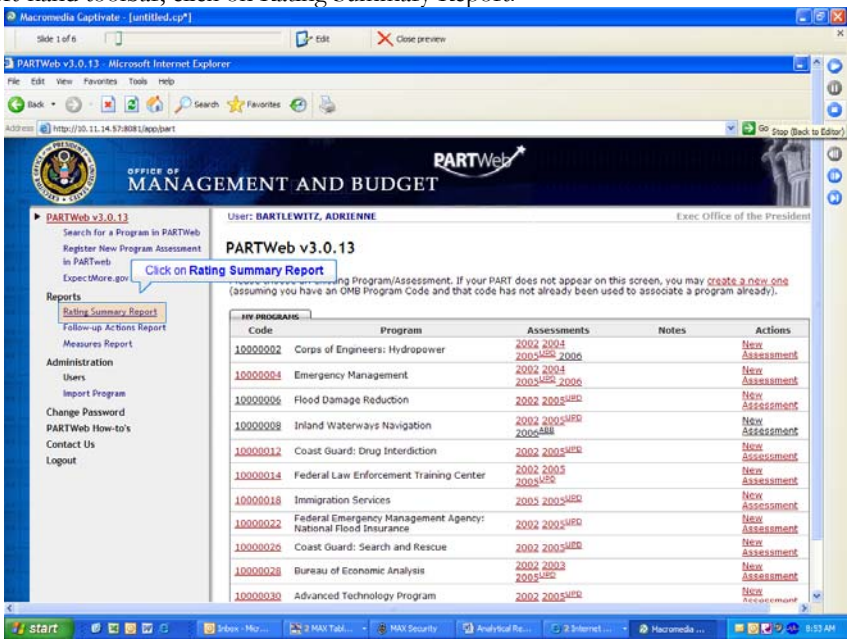
In each of the three types of Analytical Reports, three different criterions can be chosen: assessments years, program types, and agencies.

The Analytical Reports can be used by Agency Administrators, Agency Users, and OMB Users.

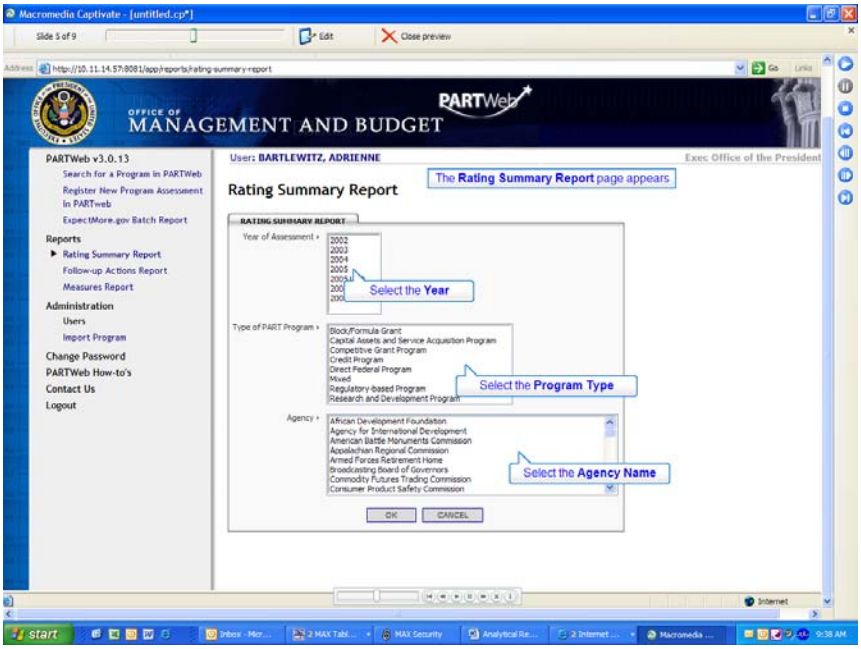
Rating Summary Report

This option will give the PART Code, PART Title, Year of Assessment, Rating, and the four section scores for the Assessment. The overall total score is not shown.

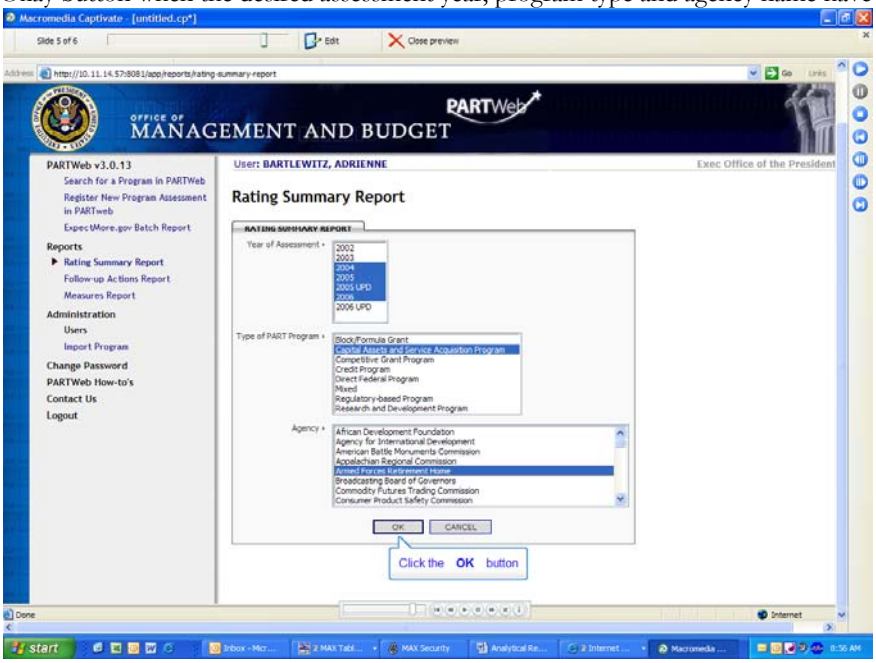
1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. On the left-hand toolbar, click on Rating Summary Report.



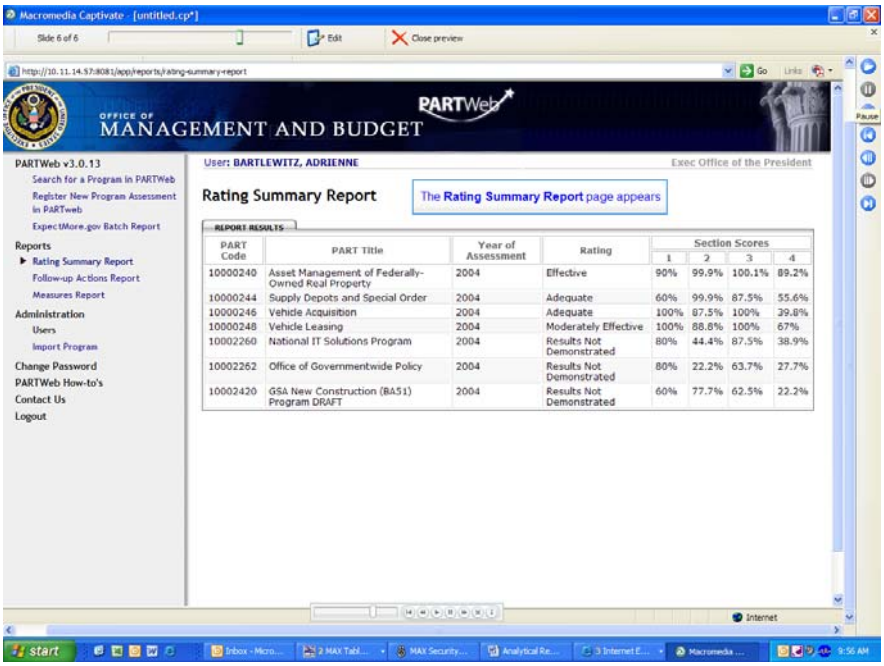
3. The Rating Summary Report page will appear. Select the desired Assessment Year, Program Type, and Agency Name. Multiple years, program types and agencies can be chosen.



4. Click the Okay button when the desired assessment year, program type and agency name have been chosen.



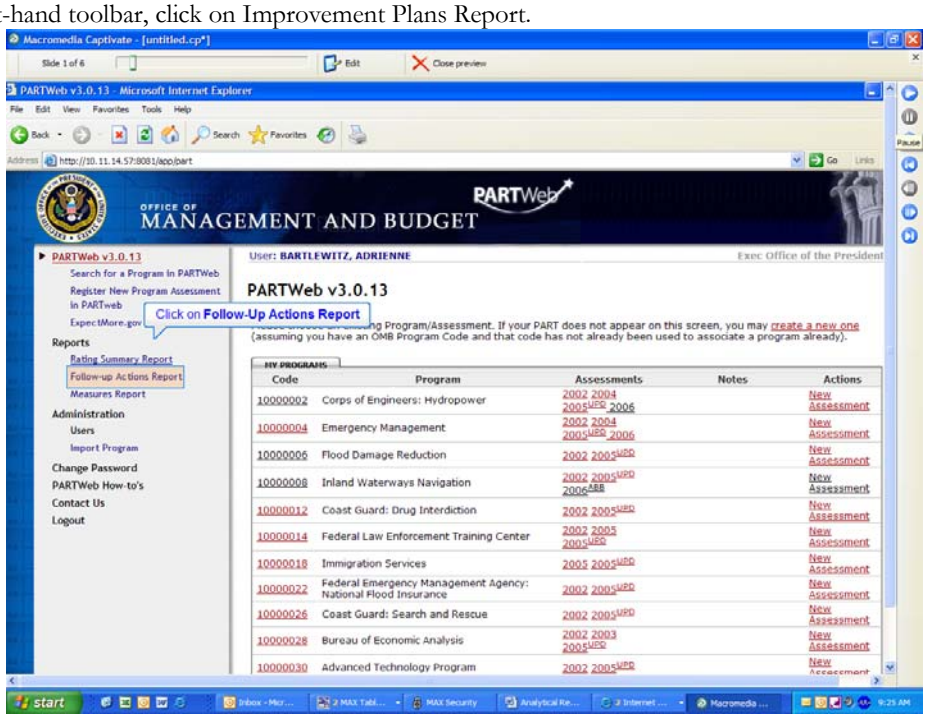
5. The Rating summary page will appear with the desired information.



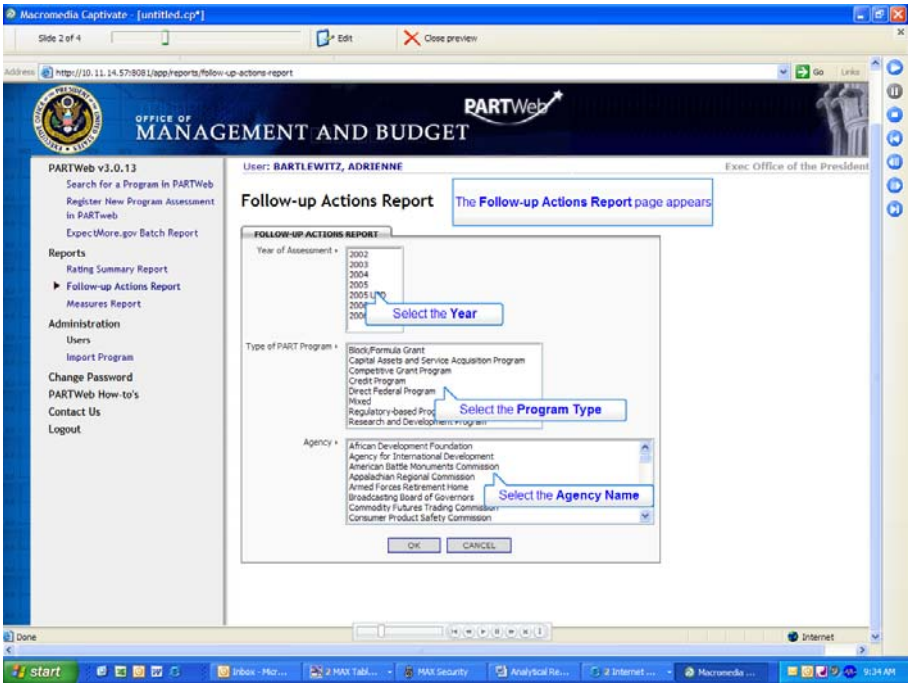
Improvement Plans Report

This option will give the PART Code, PART Title, Year of Assessment, Improvement Plan, Action Taken, and Comments.

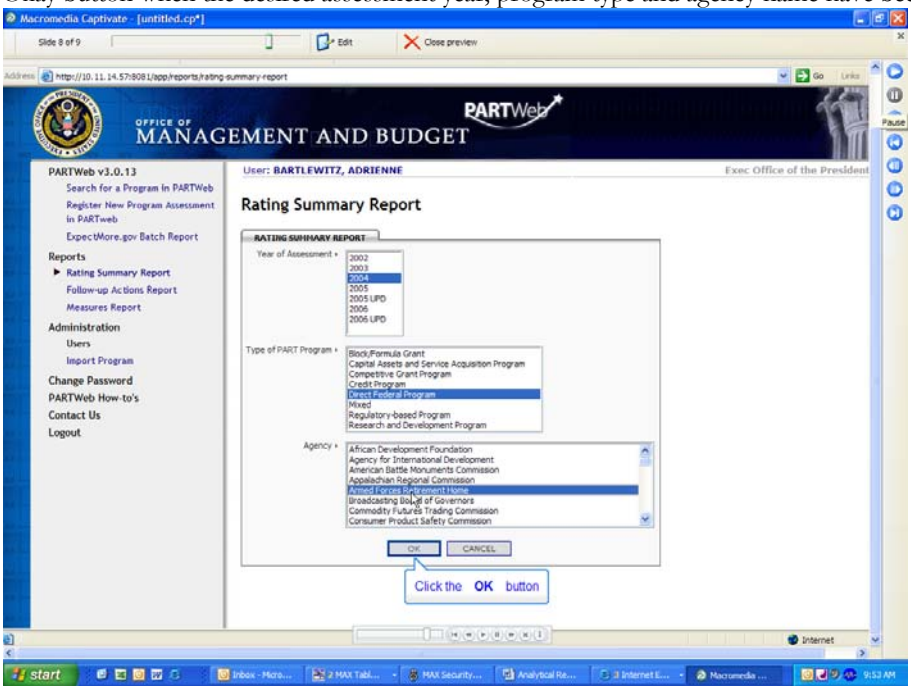
1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. On the left-hand toolbar, click on Improvement Plans Report.



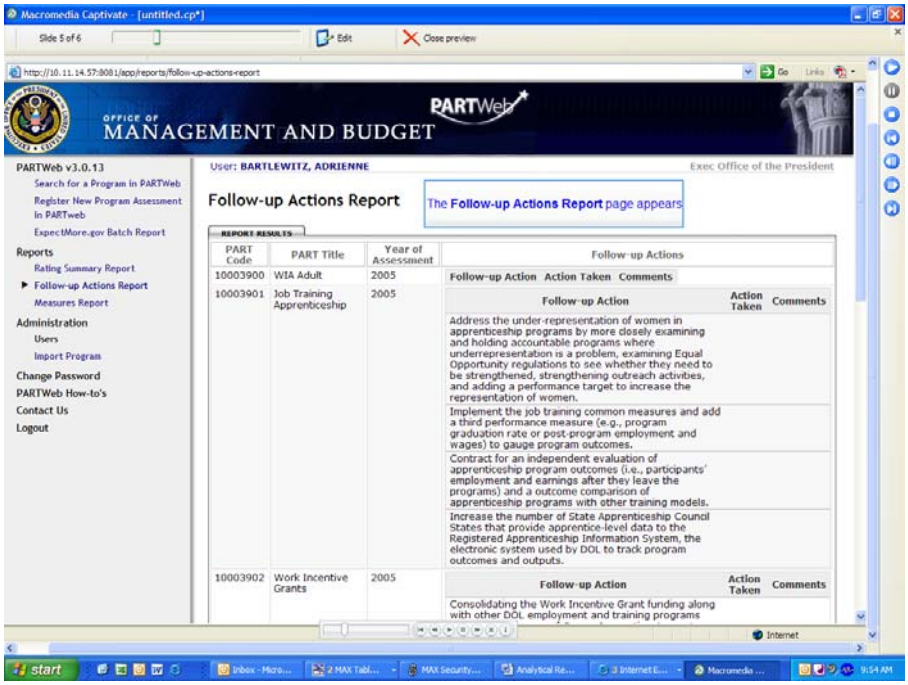
3. The Improvement Plans Report page will appear. Select the desired year, program type, and agency name. Multiple years, program types and agencies can be chosen.



4. Click the Okay button when the desired assessment year, program type and agency name have been chosen.



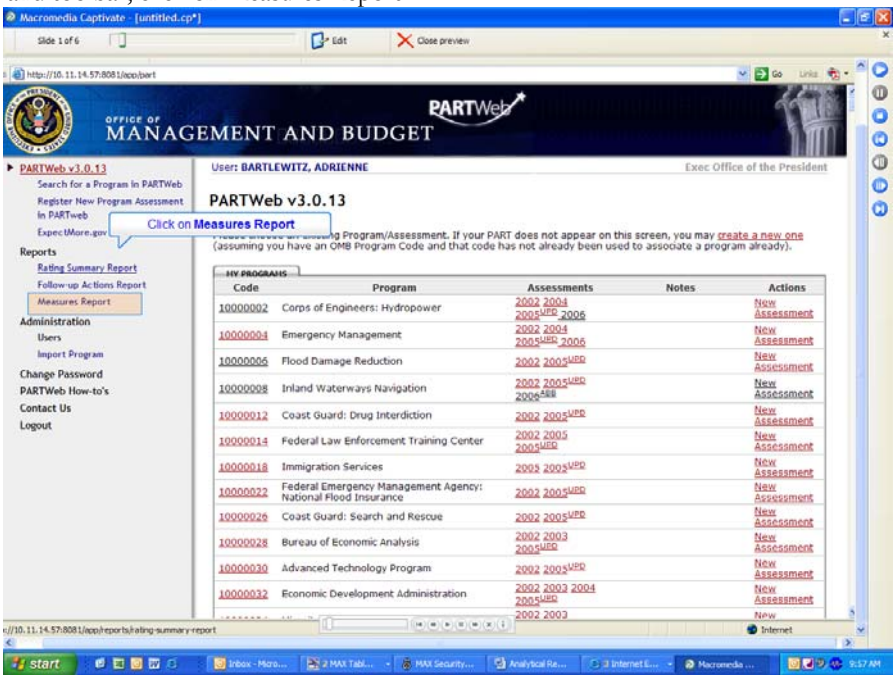
5. The Improvement Plans summary page will appear with the desired information.



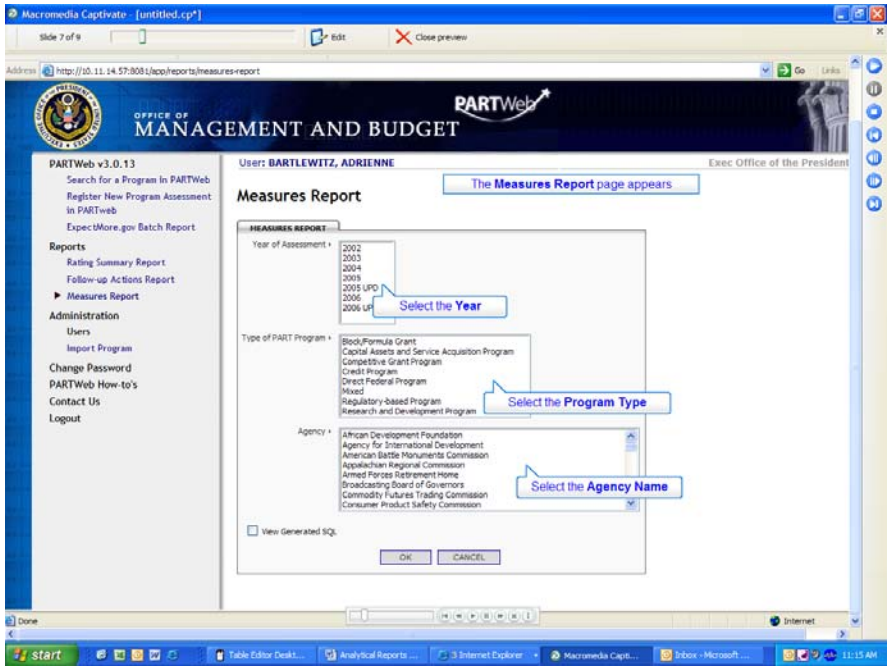
Performance Measures Report

This option will give the PART Code, PART Title, Year of Assessment, Performance Measure, and targets and actuals. The Performance Measure explanation is not shown.

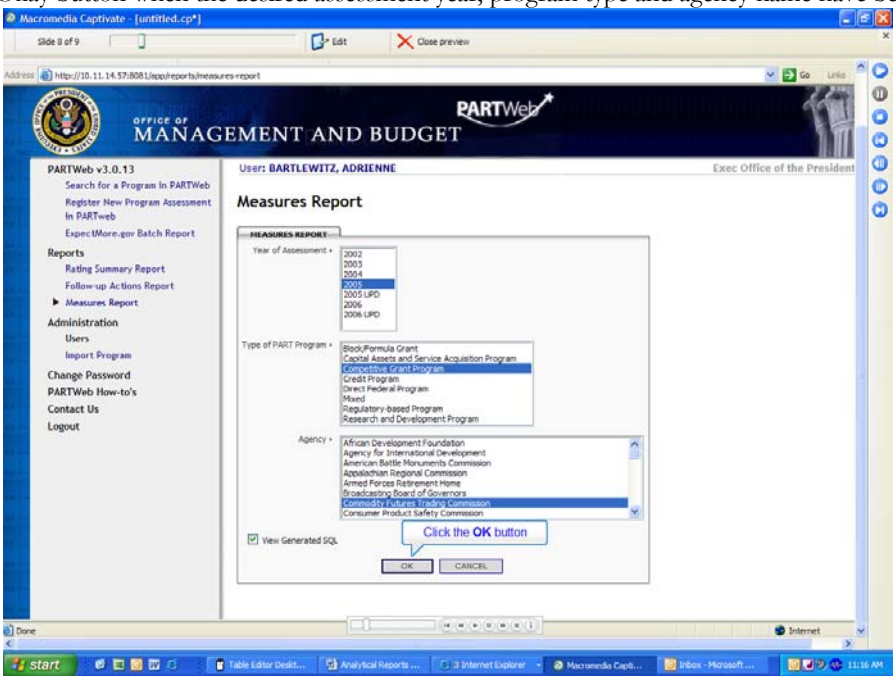
1. Login to the PARTWeb application as an Agency Administrator, Agency User, and OMB User.
2. On the left-hand toolbar, click on Measures Report.



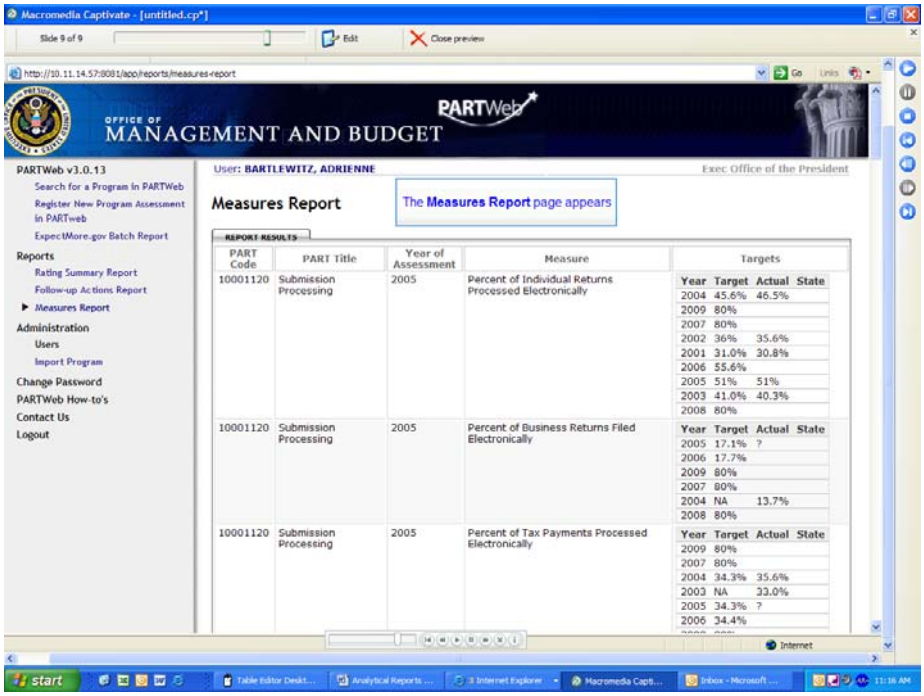
3. The Measures Report page will appear. Select the desired year, program type, and agency name. Multiple years, program types and agencies can be chosen.



4. Click the Okay button when the desired assessment year, program type and agency name have been chosen.



5. The Measures summary page will appear with the desired information.


Macromedia Captivate - [untitled.cp*]
Slide 9 of 9
Edit
Close preview
http://10.11.14.57:8081/app/reports/measures-report
OFFICE OF MANAGEMENT AND BUDGET
PARTWeb
PARTWeb v3.0.13
Search for a Program in PARTWeb
Register New Program Assessment in PARTweb
ExpectMore.gov Batch Report
Reports
Rating Summary Report
Follow-up Actions Report
Measures Report
Administration
Users
Import Program
Change Password
PARTWeb How-to's
Contact Us
Logout
User: BARTLEWITZ, ADRIENNE
Exec Office of the President
Measures Report
The Measures Report page appears
REPORT RESULTS
PART Code
PART Title
Year of Assessment
Measure
Targets
10001120
Submission Processing
2005
Percent of Individual Returns Processed Electronically
Year Target Actual State
2004 45.6% 46.5%
2009 80%
2007 80%
2002 36% 35.6%
2001 31.0% 30.8%
2006 55.6%
2005 51% 51%
2003 41.0% 40.3%
2008 80%
10001120
Submission Processing
2005
Percent of Business Returns Filed Electronically
Year Target Actual State
2005 17.1% ?
2006 17.7%
2009 80%
2007 80%
2004 NA 13.7%
2008 80%
10001120
Submission Processing
2005
Percent of Tax Payments Processed Electronically
Year Target Actual State
2009 80%
2007 80%
2004 34.3% 35.6%
2003 NA 33.0%
2005 34.3% ?
2006 34.4%
Internet
start

Section 7: Spring Updates

Each spring, agencies have the opportunity to update portions of the information presented on www.ExpectMore.gov. This updated information will be posted on www.ExpectMore.gov in early summer.

Only the latest Fall Update (UPD) assessment for a program will have a Spring Update (SPR). New assessments that year are exempt from the Spring Updates. However, programs that are being reassessed will need to complete the Spring Updates.

About the "SPR" Version

When the Spring Update (SPR) version is created, PARTWeb copies all of the information from the most recent Fall Update (UPD). The SPR assessment will allow users to update new performance data (only new targets/actuals) and the improvement plan. The SPR assessment will be done in the Agency and OMB working Draft status level.

Actions

Agencies should update the following for programs as appropriate:

- Enter any available updated information on their improvement plans in PARTWeb.
- Enter any available additional performance data into PARTWeb. (Only existing measures may be updated at this time. New performance measures may not be at this time.)

OMB Program Examiners should do the following:

- Review the information entered into PARTWeb, ensure it is accurate and complete, and work with agencies to make any necessary changes.

Entering Information into PARTWeb

Please note that the answers, explanations, and evidence are locked and cannot be changed. The Spring Update screen will be prepopulated with the most recent information (i.e., that which is currently posted on www.ExpectMore.gov) and will allow the user to update information on PART improvement plan and to add new performance data. The new information will be retained as a spring version of the PART and when final, posted in the PART details on www.ExpectMore.gov, replacing the existing information.

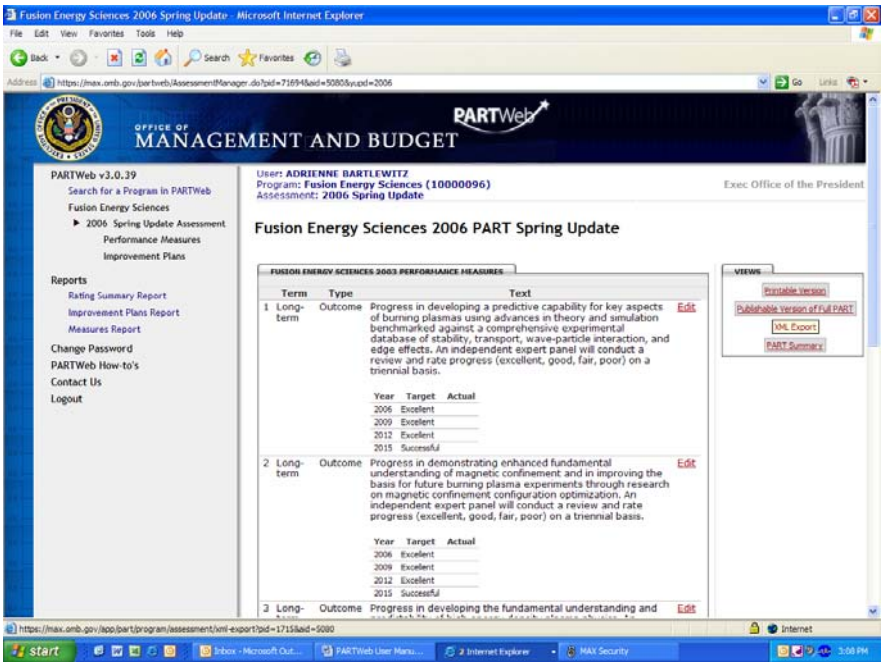
Updating Improvement Plans

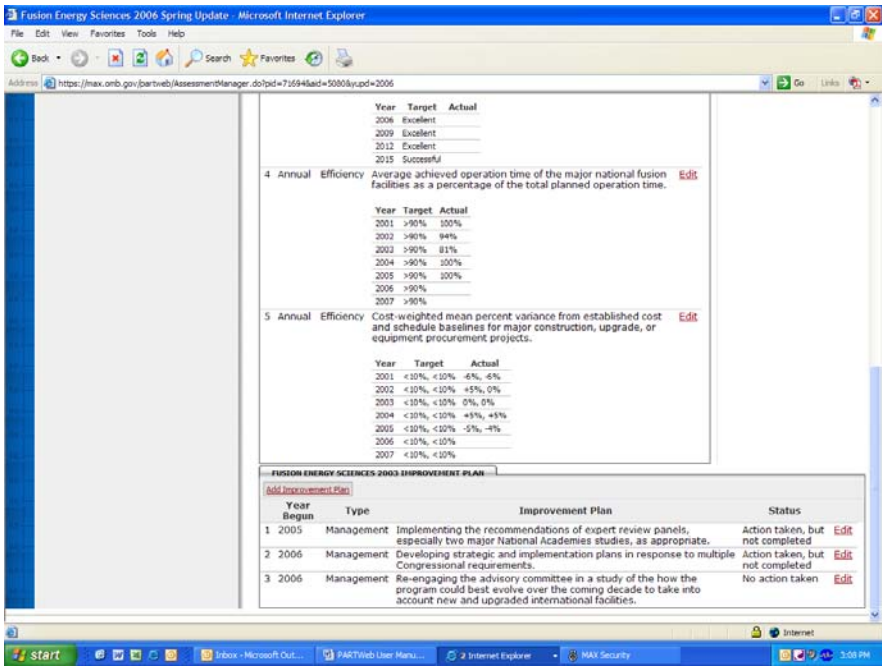
Each program that has been PARTed has a set of follow-up actions (also known as an improvement plan) it is taking in response to the PART findings to improve program performance. Information on improvement plans will be updated twice a year – in the spring for release in early summer and in the fall for release with the President's Budget. (Note: The follow-up actions listed on the Summary the ExpectMore.gov summary will not be updated at this time.)

Agencies should ensure that the information they report on their improvement plans (e.g., the year the action was begun, the status of the action, etc.) is correct and current. This reporting should reflect activities completed to date.

Screenshots

Here are some screen shots of the Fall Updates screen:


Fusion Energy Sciences 2006 Spring Update - Microsoft Internet Explorer
OFFICE OF MANAGEMENT AND BUDGET
PARTWeb
PARTWeb v3.0.39
Search for a Program in PARTWeb
Fusion Energy Sciences
2006 Spring Update Assessment
Performance Measures
Improvement Plans
Reports
Rating Summary Report
Improvement Plans Report
Measures Report
Change Password
PARTWeb How-to's
Contact Us
Logout
User: ADRIENNE BARTLEWITZ
Program: Fusion Energy Sciences (10000096)
Assessment: 2006 Spring Update
Exec Office of the President
Fusion Energy Sciences 2006 PART Spring Update
FUSION ENERGY SCIENCES 2003 PERFORMANCE MEASURES
VIEWS
Printable Version
Publishable Version of Full PART
XML Export
PART Summary
Term Type Text
1 Long-term Outcome Progress in developing a predictive capability for key aspects of burning plasmas using advances in theory and simulation benchmarked against a comprehensive experimental database of stability, transport, wave-particle interaction, and edge effects. An independent expert panel will conduct a review and rate progress (excellent, good, fair, poor) on a triennial basis. Edit
Year Target Actual
2006 Excellent
2009 Excellent
2012 Excellent
2015 Successful
2 Long-term Outcome Progress in demonstrating enhanced fundamental understanding of magnetic confinement and in improving the basis for future burning plasma experiments through research on magnetic confinement configuration optimization. An independent expert panel will conduct a review and rate progress (excellent, good, fair, poor) on a triennial basis. Edit
Year Target Actual
2006 Excellent
2009 Excellent
2012 Excellent
2015 Successful
3 Long- Outcome Progress in developing the fundamental understanding and Edit


Fusion Energy Sciences 2006 Spring Update - Microsoft Internet Explorer
Year Target Actual
2006 Excellent
2009 Excellent
2012 Excellent
2015 Successful
4 Annual Efficiency Average achieved operation time of the major national fusion facilities as a percentage of the total planned operation time. Edit
Year Target Actual
2001 >90% 100%
2002 >90% 94%
2003 >90% 81%
2004 >90% 100%
2005 >90% 100%
2006 >90%
2007 >90%
5 Annual Efficiency Cost-weighted mean percent variance from established cost and schedule baselines for major construction, upgrade, or equipment procurement projects. Edit
Year Target Actual
2001 <10%, <10% -6%, -6%
2002 <10%, <10% +5%, 0%
2003 <10%, <10% 0%, 0%
2004 <10%, <10% +5%, +5%
2005 <10%, <10% -5%, -9%
2006 <10%, <10%
2007 <10%, <10%
FUSION ENERGY SCIENCES 2003 IMPROVEMENT PLAN
Add Improvement Plan
Year Begun Type Improvement Plan Status
1 2005 Management Implementing the recommendations of expert review panels, especially two major National Academies studies, as appropriate. Action taken, but not completed Edit
2 2006 Management Developing strategic and implementation plans in response to multiple Congressional requirements. Action taken, but not completed Edit
3 2006 Management Re-engaging the advisory committee in a study of the how the program could best evolve over the coming decade to take into account new and upgraded international facilities. No action taken Edit

Section 8: Fall Updates

Each fall, agencies have the opportunity to update portions of the information presented on www.ExpectMore.gov. This updated information will be posted on www.ExpectMore.gov in early February when the federal budget is published.

You will complete all of these actions in PARTWeb using the "200X FALL" files. The 200X fall updates screens are similar to the 2005 fall updates and 2006 spring updates screens you have used in the past; they allow you to edit only certain portions of PART data.

To access the 2006 fall updates screens, hit "2006 FALL" in your "My Programs" list in PARTWeb.

Making Fall Updates to Performance Data, Funding Information and Improvement Plans

We have created this consolidated screen for you to enter your updates to the performance measures, funding accounts and improvement plans. It is called the *Fall Updates* screen. To access this screen, you will need to open the relevant PART and click on Fall Updates link that can be found in the left side toolbar in PARTWeb.

About the updated version

To access the Fall Update, please click on most recent FALL found on the PARTWeb main page.

Once you open the PART and click on *Fall Updates*, the Fall Updates screen will appear. You will have to do these steps each time you want to access the Fall Updates as there is no direct path from the main page to the Fall Updates screen.

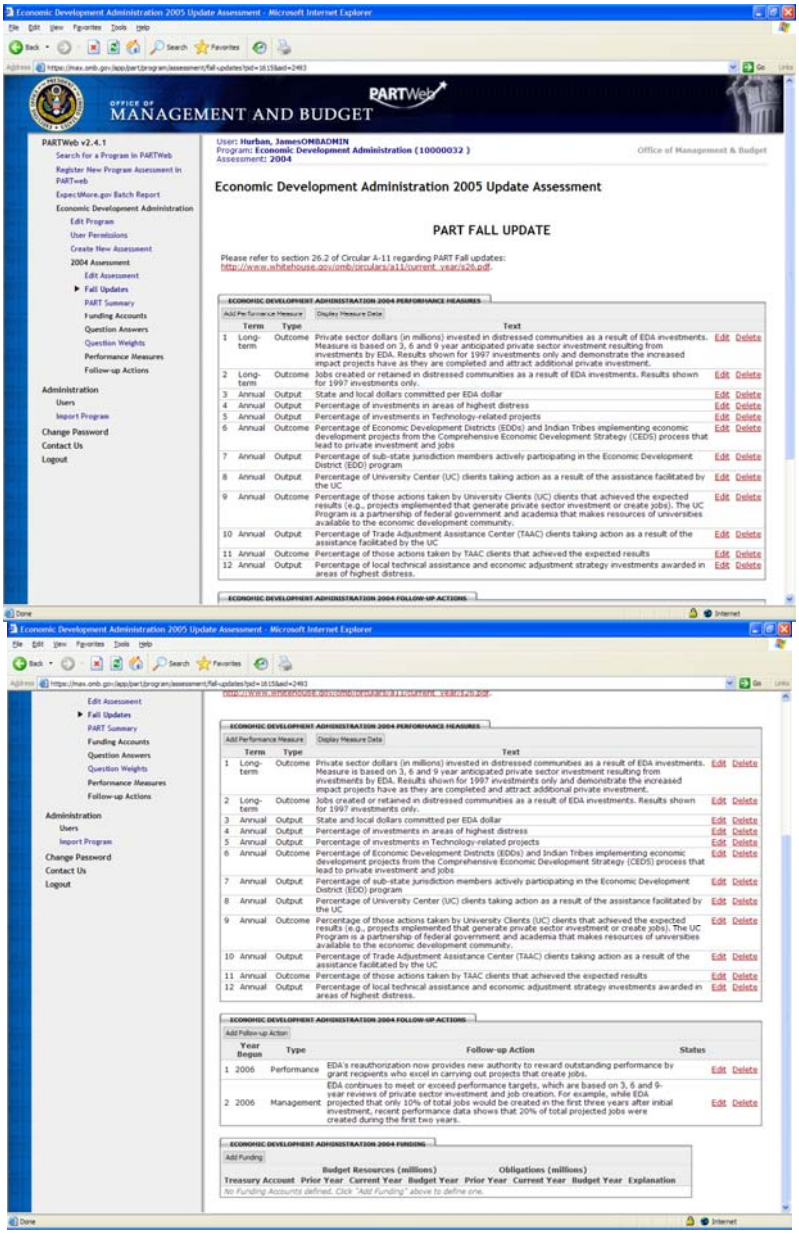
At this point, the answers, explanations, and evidence are locked and cannot be changed for all PARTs.

Once you select the latest assessment year for your program and hit the *Fall Updates*, PARTWeb automatically creates an updated assessment named *200x FALL*. When the FALL version is created, PARTWeb copies all of the information from the PART you selected and updates it with the new measures, funding, and follow-up actions information you provided. In effect, this creates a back-up of the full PART as it was before you started making your fall updates. The information in the FALL version is what will ultimately populate the fields of the publishable PART assessment reports that will be posted on the OMB website regardless of whether the PART was originally completed that year or not.

Even if you accidentally chose a different assessment year, the system will automatically give you the UPD version with the fall update information if one has already been created.

Screenshots

Here are some screen shots of the Fall Updates screen:


Economic Development Administration 2005 Update Assessment - Microsoft Internet Explorer
OFFICE OF MANAGEMENT AND BUDGET
PARTWeb
PARTWeb v2.4.1
Search for a Program in PARTWeb
Register New Program Assessment in PARTweb
ExpectMore.gov Batch Report
Economic Development Administration
Edit Program
User Permissions
Create New Assessment
2004 Assessment
Edit Assessment
Fall Updates
PART Summary
Funding Accounts
Question Answers
Question Weights
Performance Measures
Follow-up Actions
Administration
Users
Import Program
Change Password
Contact Us
Logout
User: Hurban, JamesOMBADMIN
Program: Economic Development Administration (10000032)
Assessment: 2004
Office of Management & Budget
Economic Development Administration 2005 Update Assessment
PART FALL UPDATE
Please refer to section 26.2 of Circular A-11 regarding PART Fall updates:
http://www.whitehouse.gov/omb/circulars/a11/current_year/s26.pdf.
ECONOMIC DEVELOPMENT ADMINISTRATION 2004 PERFORMANCE MEASURES
Add Performance Measure
Display Measure Data
Term
Type
Text
1 Long-term Outcome Private sector dollars (in millions) invested in distressed communities as a result of EDA investments. Measure is based on 3, 6 and 9 year anticipated private sector investment resulting from investments by EDA. Results shown for 1997 investments only and demonstrate the increased impact projects have as they are completed and attract additional private investment. Edit Delete
2 Long-term Outcome Jobs created or retained in distressed communities as a result of EDA investments. Results shown for 1997 investments only. Edit Delete
3 Annual Output State and local dollars committed per EDA dollar Edit Delete
4 Annual Output Percentage of investments in areas of highest distress Edit Delete
5 Annual Output Percentage of investments in Technology-related projects Edit Delete
6 Annual Outcome Percentage of Economic Development Districts (EDDs) and Indian Tribes implementing economic development projects from the Comprehensive Economic Development Strategy (CEDS) process that lead to private investment and jobs Edit Delete
7 Annual Output Percentage of sub-state jurisdiction members actively participating in the Economic Development District (EDD) program Edit Delete
8 Annual Output Percentage of University Center (UC) clients taking action as a result of the assistance facilitated by the UC Edit Delete
9 Annual Outcome Percentage of those actions taken by University Clients (UC) clients that achieved the expected results (e.g., projects implemented that generate private sector investment or create jobs). The UC Program is a partnership of federal government and academia that makes resources of universities available to the economic development community. Edit Delete
10 Annual Output Percentage of Trade Adjustment Assistance Center (TAAC) clients taking action as a result of the assistance facilitated by the UC Edit Delete
11 Annual Outcome Percentage of those actions taken by TAAC clients that achieved the expected results Edit Delete
12 Annual Output Percentage of local technical assistance and economic adjustment strategy investments awarded in areas of highest distress. Edit Delete
ECONOMIC DEVELOPMENT ADMINISTRATION 2004 FOLLOW-UP ACTIONS
Add Follow-up Action
Year Begun
Type
Follow-up Action
Status
1 2006 Performance EDA's reauthorization now provides new authority to reward outstanding performance by grant recipients who excel in carrying out projects that create jobs. Edit Delete
2 2006 Management EDA continues to meet or exceed performance targets, which are based on 3, 6 and 9-year reviews of private sector investment and job creation. For example, while EDA projected that only 10% of total jobs would be created in the first three years after initial investment, recent performance data shows that 20% of total projected jobs were created during the first two years. Edit Delete
ECONOMIC DEVELOPMENT ADMINISTRATION 2004 FUNDING
Add Funding
Budget Resources (millions)
Obligations (millions)
Treasury Account
Prior Year
Current Year
Budget Year
Prior Year
Current Year
Budget Year
Explanation
No Funding Accounts defined. Click "Add Funding" above to define one.
Done
Internet

Section 9: USER ADMINISTRATION

This section reviews Agency Administrator tasks related to setting up new user accounts, assigning appropriate permissions (i.e. the authority to create and/or edit various components of PARTWeb including Programs, Assessments, and Teams).

Users

Only Administrators can approve new agency user accounts. Agency and OMB employees who require administrator authority must complete the Registration form on the MAX Homepage and fax it along with photocopy of their Federal photo ID to the OMB at 202-395-5080.

In order for an Agency Administrators to approve a new user, they **need to have** a signed registration form and a copy of the new user's government identification badge.

Approve Pending Users Who Do Not Have an ID

1. Login to the MAX Homepage as an Agency Administrator at https://max.omb.gov/maxportal/sa/login.do Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.

2. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
3. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.

4. The top box on the page will be filled with pending users who do not have an ID. To view details of the pending user, please click on the pending user's name.

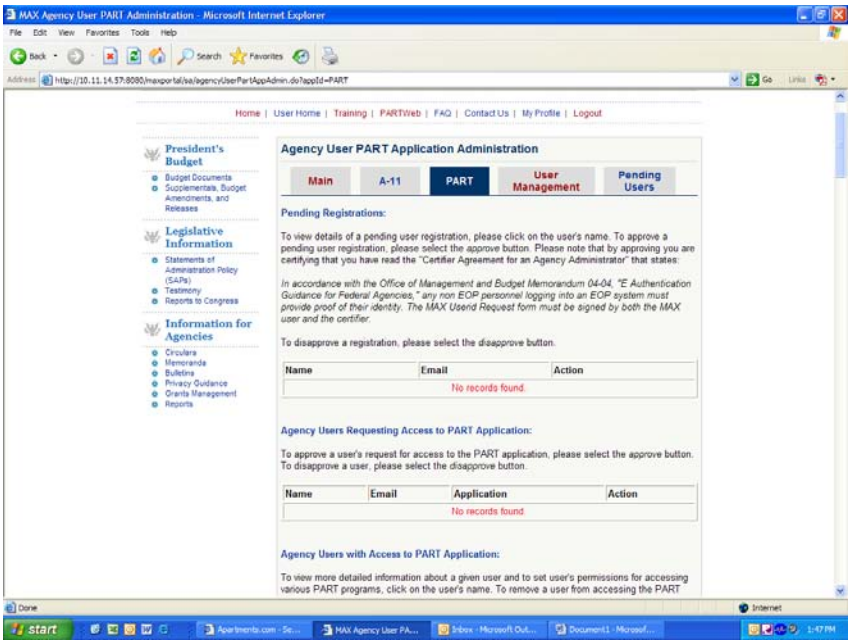
5. To approve a pending user, please select the *Approve* button. The Agency Administrator can only approve a new user once they have received a signed request form as well as a photocopy of the user applicant's Federal photo identification badge. Please note that by approving you are certifying that you have read the *"Certifier Agreement for an Agency Administrator."*
6. Once *Approve* is clicked, the pending user will no longer appear in the box.

Approve Pending Users who do not have a PARTWeb ID but have an ID to other applications provided by OMB

1. Login to the MAX Homepage as an Agency Administrator at https://max.omb.gov/maxportal/sa/login.do
2. Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.

3. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
4. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.

5. The second box on the page will be filled with pending users who do not have a PARTWeb ID but have an ID to other applications used by OMB. These users will not have to submit a UserID request form to the Agency Administrator. It is the Agency Administrators' discretion on whether or not to approve the user to have access to PARTWeb.



6. Once *Approve* is clicked, the pending user will no longer appear in the box.

Permissions

PARTWeb's Permissions function enables Administrators to authorize specific user access to various PARTWeb components.

User Permission is given at the PART program level. The Administrator only has to give access to the PART program and then the user will have access to every year that the PART was assessed.

Permissions on the MAX Homepage

User permissions can still be assigned in the PARTWeb application; however, there is the option to provide user permissions to both already existing users and new users immediately after they have been approved for PARTWeb. Please remember that user access is given at the Program level. This means that if a user is given access to the PART program, they will be able to have access to all of the assessments associated with that program.

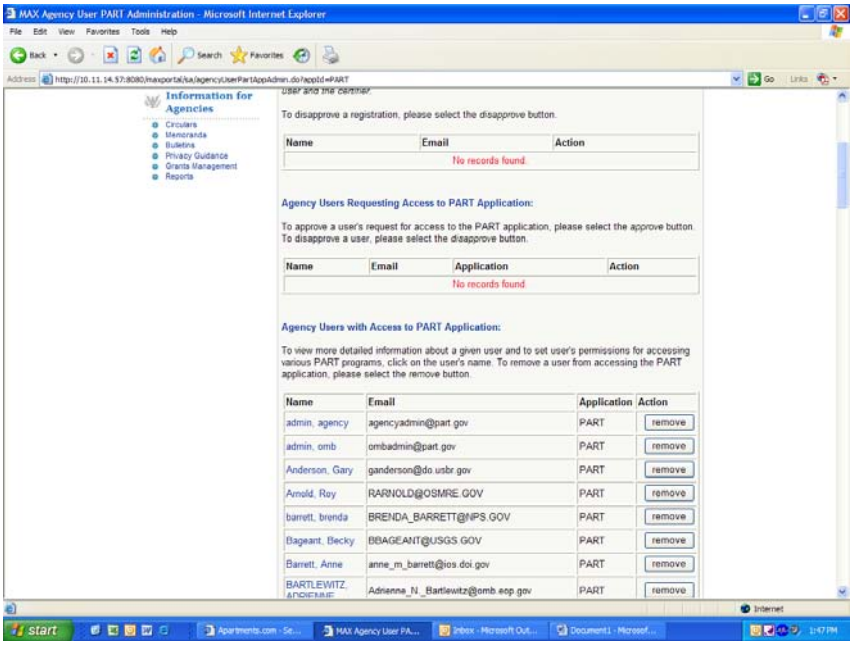
Global access is another new feature on the MAX Homepage. This option can be used when the Agency Administrator wants to give read-only, write-only, admin-only (or any combination of the three) access to all of the PART programs for the agency.

User Permission

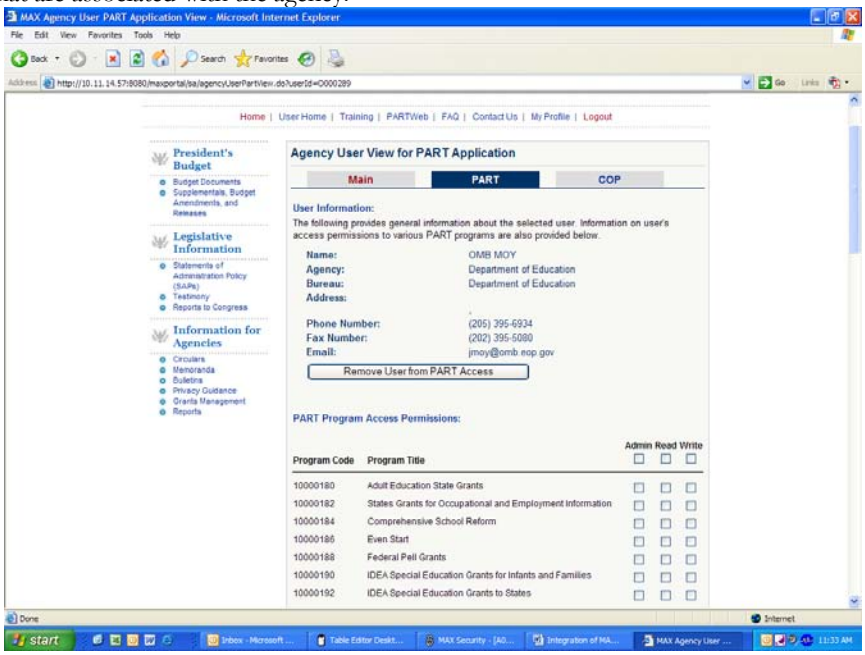
1. Login to the MAX Homepage as an Agency Administrator at https://max.omb.gov/maxportal/sa/login.do
2. Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.

3. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
4. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.

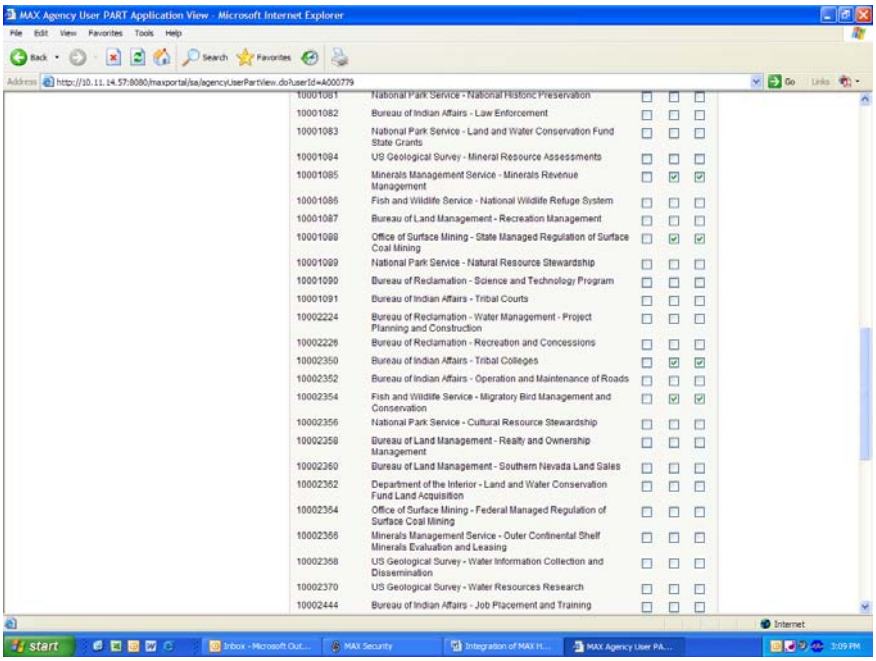
5. Please scroll down the page to see the list of users in the agency. To assign or change user permissions to a user, please click on the user's name in blue.



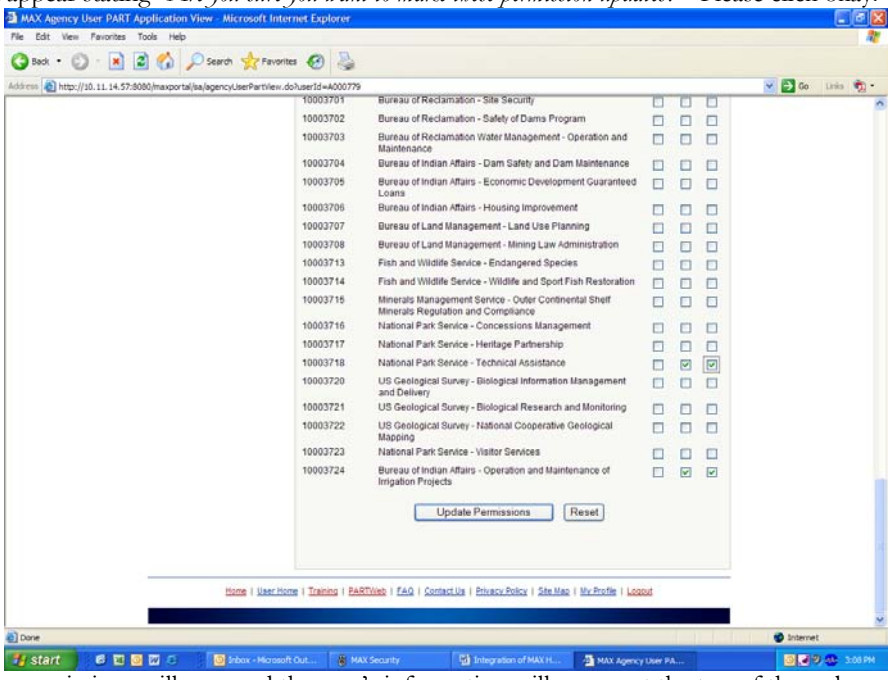
6. The user's contact information will appear at the top of the page. Scroll down the page to see the list of all PARTs that are associated with the agency.



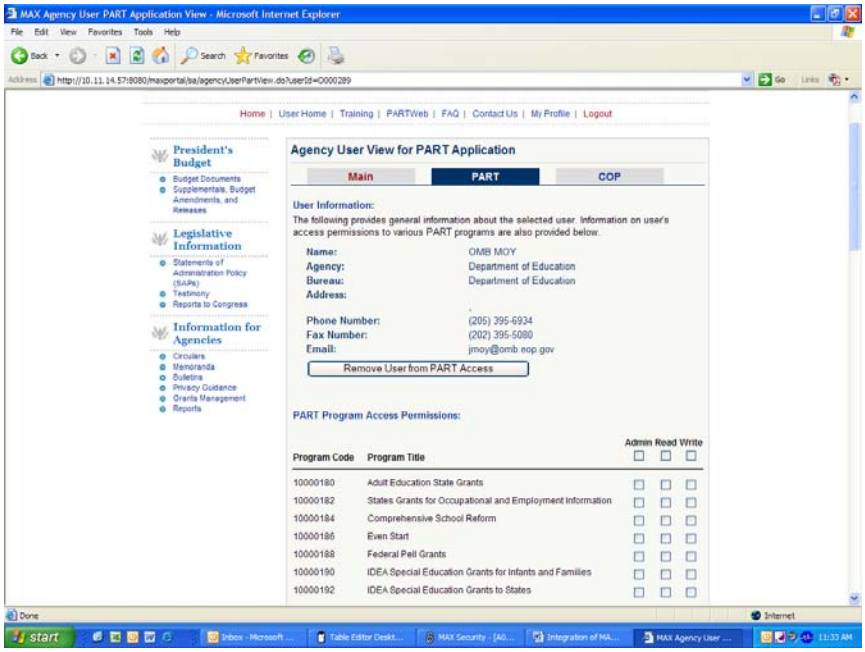
7. There is the option to give Admin, Read, and/or Write Access. Admin access should only be given to Agency Administrators. Please click on the appropriate boxes for the desired program access. Checks will appear to indicate the desired access for the user.



8. To save the user permissions, please scroll down to the bottom of the page and press Update Permissions. A box will appear stating *"Are you sure you want to make these permission updates?"* Please click okay.



9. The user permissions will save and the user's information will appear at the top of the webpage again. To get back to the list with all the users, please press the PART tab at the top of the page underneath Agency User View for PART Application.

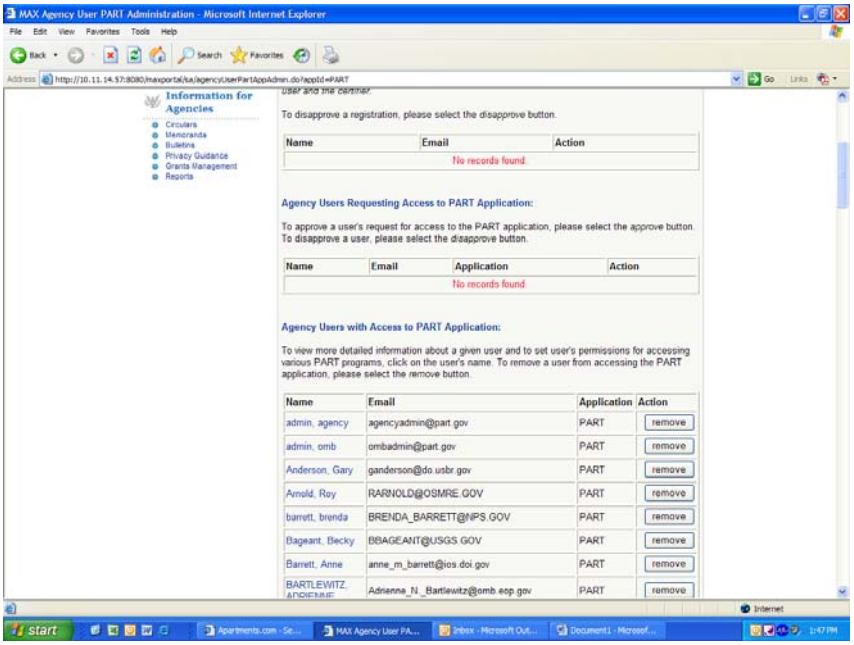


Global User Permissions

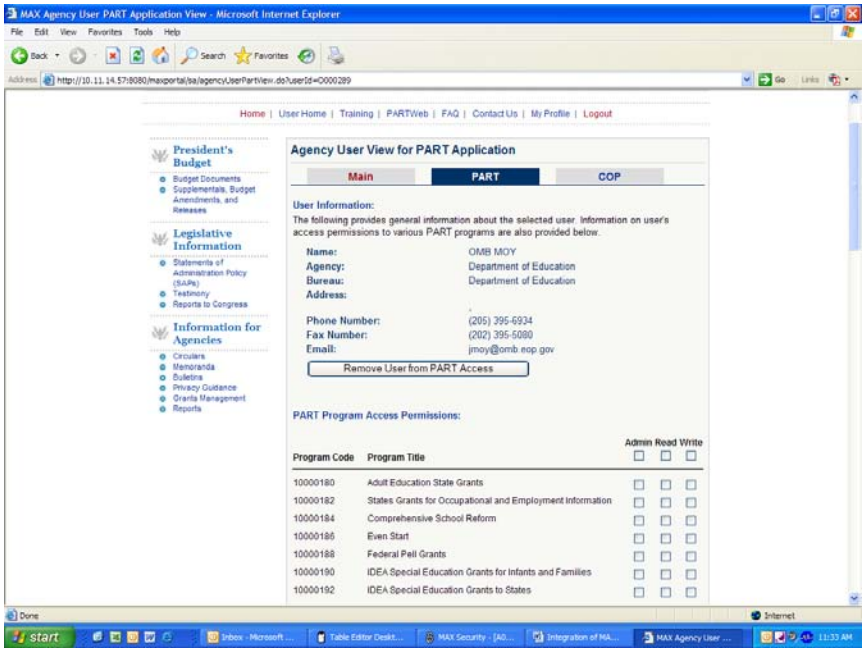
1. Login to the MAX Homepage as an Agency Administrator at https://max.omb.gov/maxportal/sa/login.do Once logged in as an Agency Administrator, a list of applications you are registered for will appear. Under "You are registered for the following applications", you should have PART. If you do not have PART, you are not in the PARTWeb system as an Agency Administrator or a user.

2. Please click on Manage Agency Users. (Do not click on PART as it will take you to the PARTWeb login page).
3. A list of applications will appear that the Agency Administrator has administrator access to. Please click on PART.

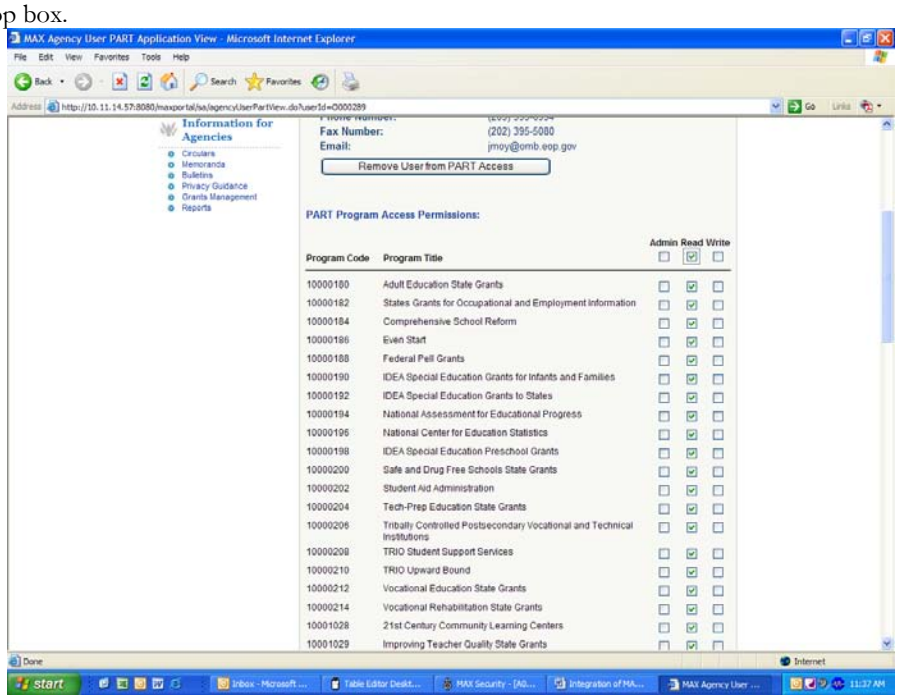
4. Please scroll down the page to see the list of users in the agency. To assign or change user permissions to a user, please click on the user's name in blue.



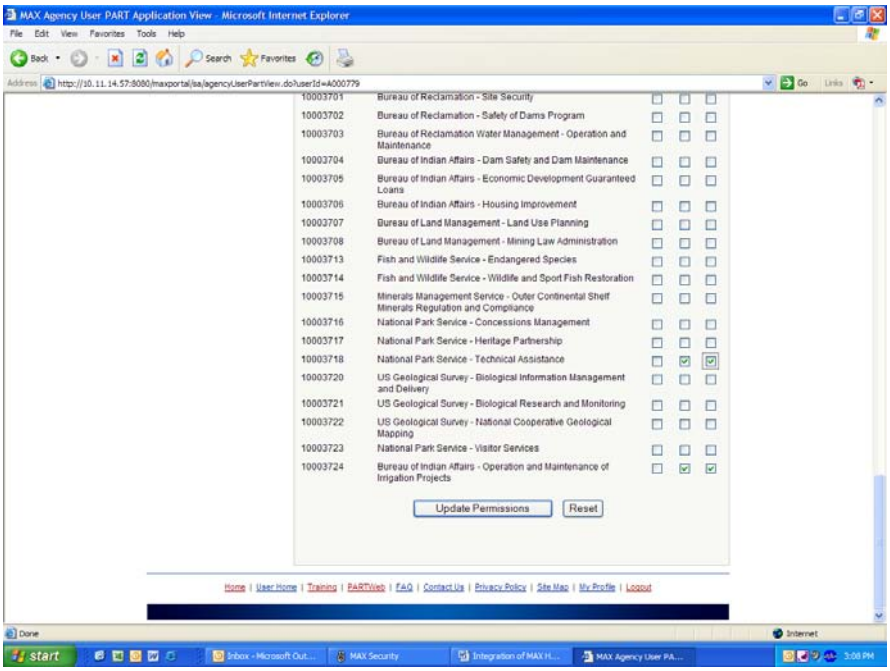
5. The user's contact information will appear at the top of the page. Scroll down the page to see the list of all PARTs that are associated with the agency.



6. There is the option to give Admin, Read, and/or Write Global Access. Admin access should only be given to Agency Administrators. Please click on the appropriate boxes at the top (next to Program Code and Program Title) for the desired program access. Checks will appear in all of the boxes in the column underneath the selected top box.



8. To save the user permissions, please scroll down to the bottom of the page and press Update Permissions. A box will appear stating *"Are you sure you want to make these permission updates?"* Please click okay.

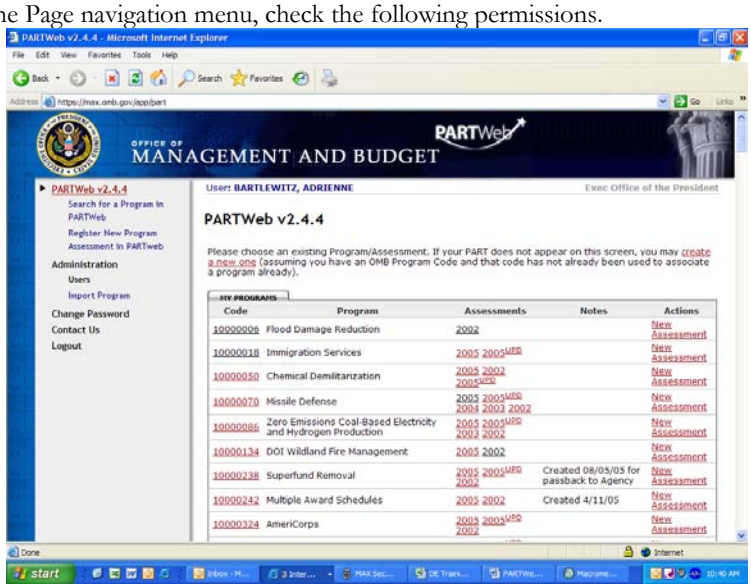


9. The user permissions will save and the user's information will appear at the top of the webpage again. To get back to the list with all the users, please press the PART tab at the top of the page underneath Agency User View for PART Application.

Permissions in PARTWeb

Check Agency admin permissions on Home Page

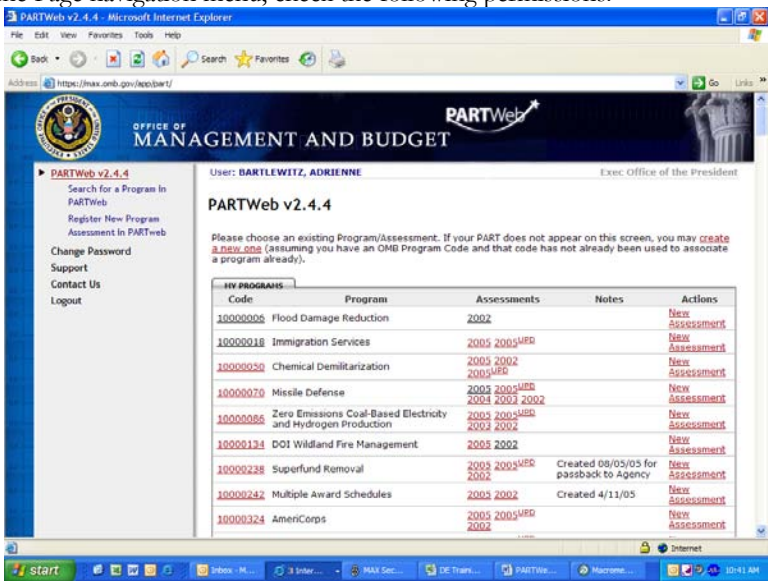
1. Login as an Agency admin user.
2. From the Home Page navigation menu, check the following permissions.



1. The user has permission to the "Administration" links.
2. The user has permission to the "Register New Program" link.
3. The user has permission to the "New Assessment" link.

Check OMB user permissions on Home Page

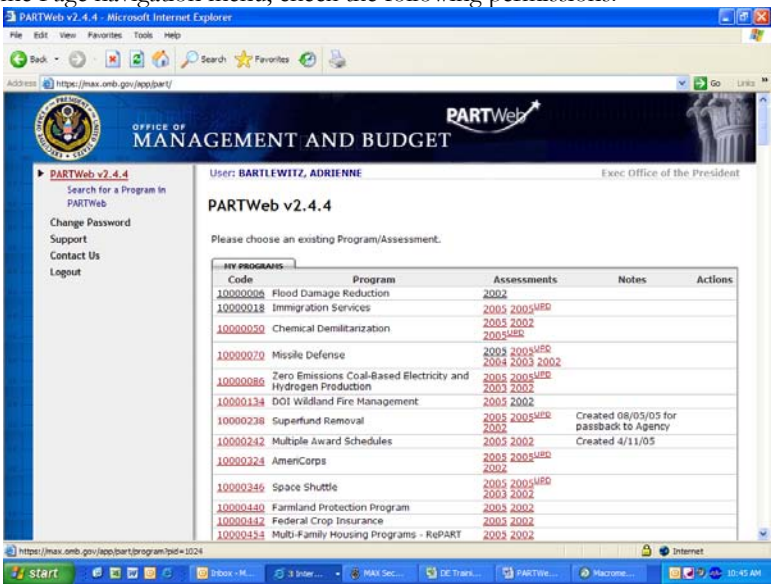
1. Login as an OMB user.
2 From the Home Page navigation menu, check the following permissions.



1. The user does NOT have permission to the "Administration" links.

Check Agency user permissions on Home Page

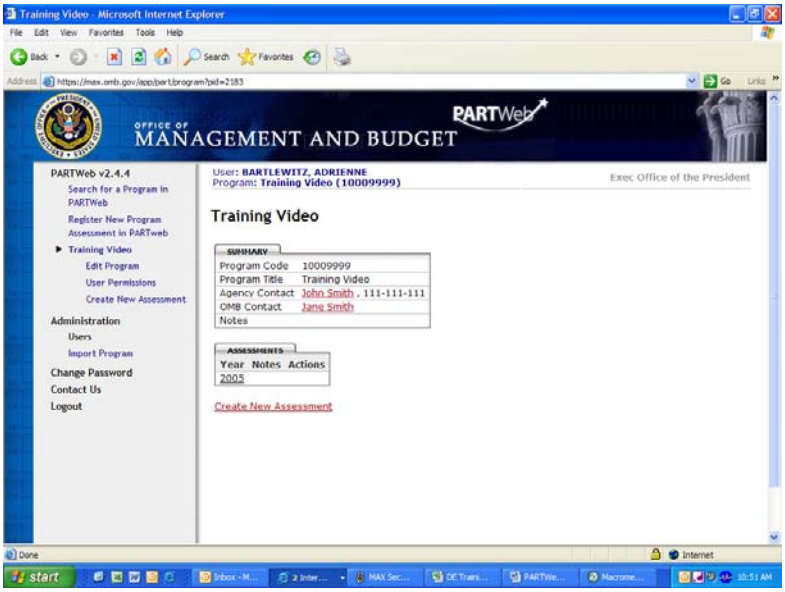
1. Login as an Agency user.
2. From the Home Page navigation menu, check the following permissions.



1. The user does NOT have permission to the "Administration" links or "Register New Program" link.
2. The user does NOT have permission to the "New Assessment" link.

Check Agency admin permissions on Program Page

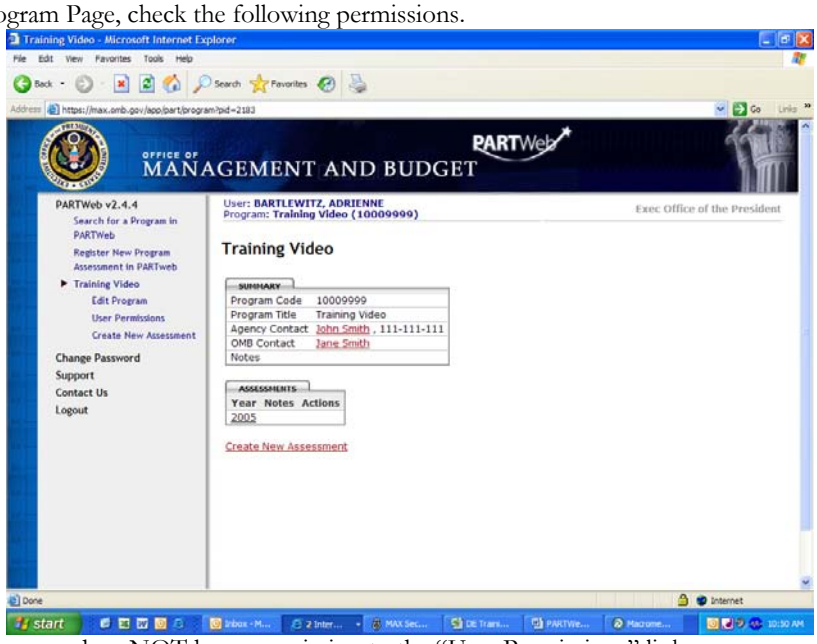
1. Login as an Agency admin user.
2. From the Program Page, check the following permissions.



1. The user has permission to the "Register New Program" link.
2. The user has permission to the "Edit Program", "User Permissions", "Create New Assessment", "Funding Accounts", "Question Answers", "Question Weights", "Performance Measures", and "Follow-up Action" links.
3. The user has permission to the "Add Funding", "Edit" and "Delete" funding, the "assign question weights", answers, "Add Performance Measure", "Edit" and "Delete" measures, "Add Follow-Up Action", and the "Edit" and "Delete" Follow-Up Action links.

Check OMB user permissions on Program Page

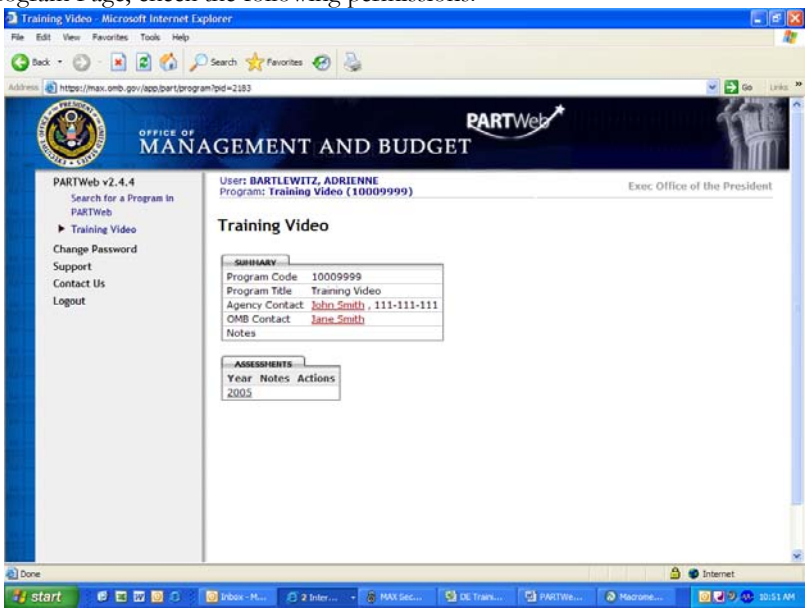
1. Login as an OMB user.
2. From the Program Page, check the following permissions.



1. The user does NOT have permission to the "User Permissions" link.
2. The user has permission to the "Funding Accounts", "Question Answers", "Question Weights", "Performance Measures", and "Follow-up Action", answers, and the "Display Measure Targets" link.
3. The user has permission to the "Add Funding", "Edit" and "Delete" funding, the "assign question weights", the answer, "Add Performance Measure", "Edit" and "Delete" measures, "Add Follow-Up Action", and the "Edit" and "Delete" Follow-Up Action links.

Check Agency user permissions on Program Page

1. Login as an Agency user.
2. From the Program Page, check the following permissions.

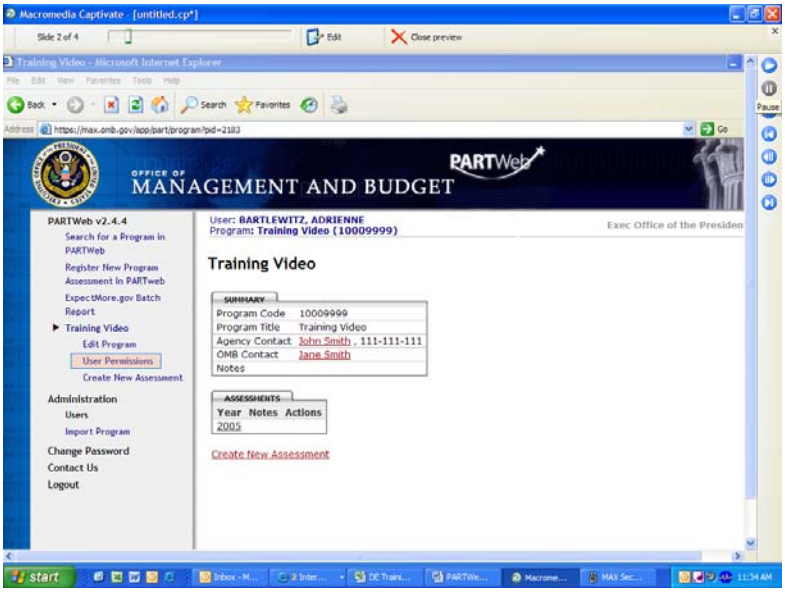


1. The user does NOT have permission to the "Edit Program", "User Permissions", and "Create New Assessment" links.
2. The user has permission to the "Funding Accounts", "Question Answers", "Question Weights", "Performance Measures", and "Recommendations" links.
3. The user has permission to the "Add Funding", "Edit" and "Delete" funding, answers, "Add Performance Measure", "Edit" and "Delete" measures, "Add "Follow-Up Action", and the "Edit" and "Delete" Follow-Up Action links.

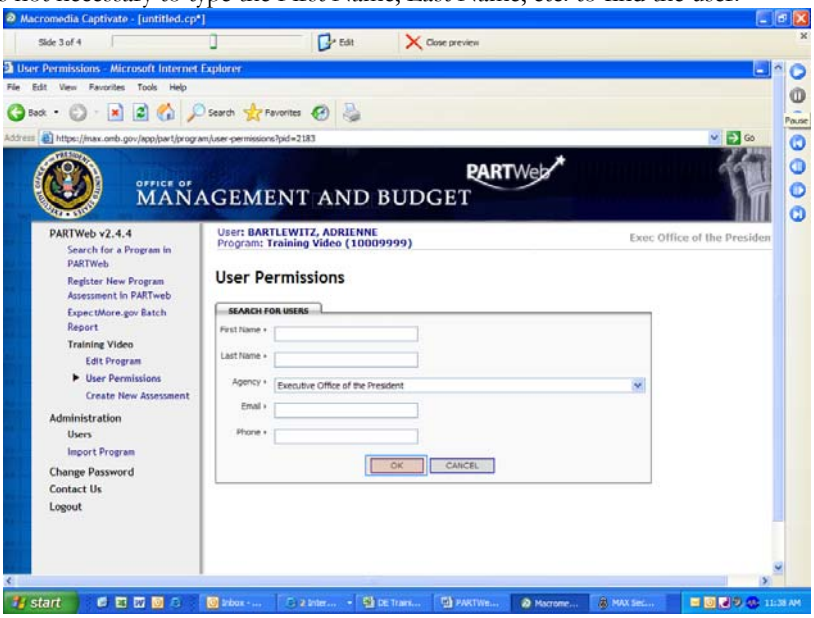
Adding/Editing user permissions for an existing assessment

1. Login as an administrator who has permission to edit a program assessment.
2. From the Home Page, click the program title to go to the Program Home Page.

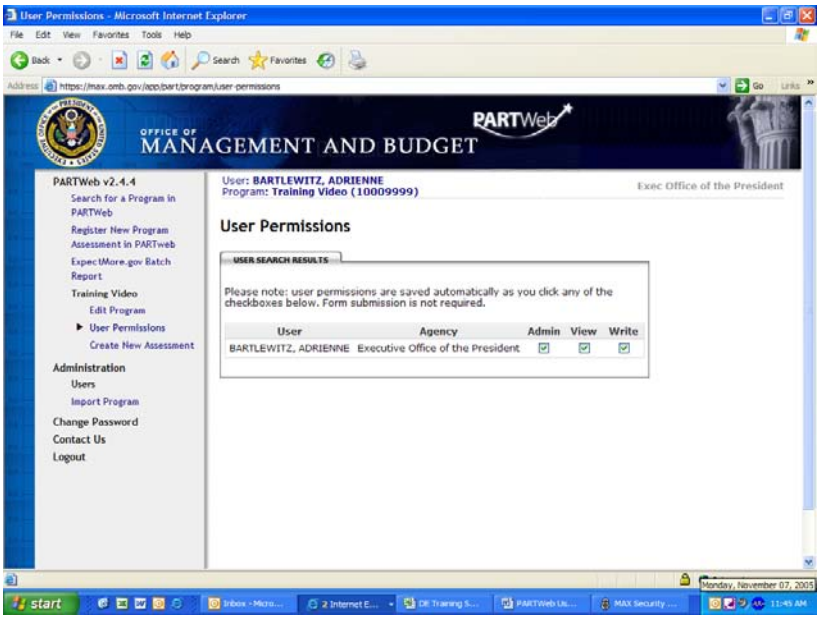
3. Click the "User Permissions" link from the navigation menus area.



4. The Agency should be defaulted to the appropriate agency. Click OK to get the entire list of users for the agency. It is not necessary to type the First Name, Last Name, etc. to find the user.



5. Edit the contents of the User Permission fields by placing checks next to their names in the correct boxes:



6. Click back to the User Permissions on the left-hand toolbar to save the permissions. You can verify that the changes were made appropriately by going back and seeing the checks next to the person's name.

Section 10: XML Data Transfers

Currently Under Construction

Section 11: Help

To troubleshoot technical, network, and systems problems with PARTWeb, agency administrators should call the EOP Help Desk at (202) 395-7370 (this is also the MAX A-11 application support) or please email PARTWEB@omb.eop.gov.

There is a Contact Us page in PARTWeb that provides guidance and contact information. Also, there are several tutorial videos on the MAX Homepage (https://max.omb.gov/maxportal/webPage/home/partWebTraining) that may be helpful.

For questions related to a specific PART program, the agencies should work with their respective OMB program examiner. You can find the OMB program examiner's contact information in each PART that the OMB examiner is assigned to.