

# PARTWeb FAQ

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PARTWeb FAQ is an evolving information bulletin that will change as more questions are raised by agencies and examiners. Please send any questions or suggestions you may have on PARTWeb to [PARTWEB@omb.eop.gov](mailto:PARTWEB@omb.eop.gov) so that we may share Q&As.

If you have any general PART questions, please refer to the guidance documents that can be found at [www.omb.gov/part](http://www.omb.gov/part). If you have any technical questions, please refer to documents at [www.omb.gov/part](http://www.omb.gov/part) and <https://max.omb.gov/maxportal/webPage/home/partWebTraining>.

## 1. What is PARTWeb?

PARTWeb is a web-based data collection application for agencies and OMB to complete and collaborate on PARTs.

Major components of the system will include:

- Agency direct access for entering PART data using a web-based application.
- Features that facilitate internal agency as well as agency/OMB collaboration to complete PART assessments.
- Secure user and agency based ID system that will allow for secure collaboration within agencies and within OMB at various stages of "who has the pen" when completing a PART.
- Mechanisms for agency and OMB staff to track PART recommendations.
- Standard XML format for data exchange with other agency management and budget systems.
- Pilot dissemination of program assessment data to the public with interactive, user-friendly capabilities.
- Access for all PARTWeb users to view and search all prior completed PART assessments (currently 607) to encourage collaboration and learning from prior assessments conducted in 2002, 2003 and 2004.

2. What is [www.ExpectMore.gov](http://www.ExpectMore.gov)?

This website is designed to advise the public on how the federal government is performing. OMB is assessing all federal programs to make sure they are working well for the American people. PART assessments help us learn how the federal government can achieve better results. The most recent assessment for the programs in PARTWeb appears on [www.ExpectMore.gov](http://www.ExpectMore.gov).

3. How do I gain access to new system?

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.

4. How do I get help?

All PARTWeb users can send an email to the PARTWeb mailbox [PARTWeb@omb.eop.gov](mailto:PARTWeb@omb.eop.gov) or can call the EOP help desk (202-395-7370) if there is a network or systems issue. For questions related to a specific PART program, the agencies should work with their OMB examiner.

5. How do I complete my PART on PARTWeb?

PARTWeb was designed to be an easy-to-use screen by screen PART questionnaire. Once an answer is completed, the save button will automatically bring you the next question. Users would enter their PART data: Evidence and explanation, weight, measures and targets into the appropriate screen. You can navigate around the system using the navigation tree on the left side of PARTWeb.

A more detailed user manual is available online. This manual will be continually updated. Please go to [www.omb.gov/part](http://www.omb.gov/part) or <https://max.omb.gov/maxportal/webPage/home/partWebTraining> to download a copy.) There are also videos located at <https://max.omb.gov/maxportal/webPage/home/partWebTraining> that show how to operate through the PARTWeb system.

6. What are the user roles in PARTWeb?

### **PARTWeb User Roles and Responsibilities**

- **Agency User** - These users can read and update PARTs those programs assigned within an agency.
- **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 Review** - These users will have read-only access to assigned PART programs.
- **OMB User** - 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.

7. Can I view old PARTs that have been published?

All users, when given a PARTWeb userID, will be able to search all published PARTs from prior years. These PARTs are for collaborative purposes to share success throughout government. This feature will be changed over the next few months but it can be used to search for prior year's PARTs at this time.

Agency Administrators have the task of assigning user permissions to programs within PARTWeb. Once a user has been given access to a program, every year that program has been assessed is available to the user. Please contact your Agency Administrator if you need access to a PART.

There is also [www.ExpectMore.gov](http://www.ExpectMore.gov) that shows the most recent assessment of a program. This website is open to the public and is updated by PARTWeb users twice a year.

8. How do I find out the PART code?

PART Codes are assigned by OMB. Once the agency and OMB have agreed upon a list of programs that will be PARTed this year, the list is given PART codes. The codes and titles are then placed into the system and the Agency Administrator needs to create the PART in PARTWeb. Please consult the PARTWeb User Manual for more information.

9. Does PARTWeb track changes to the PART?

PARTWeb has a versioning feature that saves prior versions to PART questions, but does not have a Microsoft Word track changes feature. This is very difficult to implement over the Internet. Users can simply copy and past the Q&As into Word to conduct detailed track changes. We are working to create something internal to PARTWeb to accomplish this.

Depending on what status level the PART is in will determine what changes/versions can be seen. For instance, only Agency people can see changes/versions made in the Agency status level.

10. What are the character limits for each section in PARTWeb and [www.ExpectMore.gov](http://www.ExpectMore.gov)?

The character limits vary in each section of the PART and PART summary that appears in [www.ExpectMore.gov](http://www.ExpectMore.gov). The explanation and evidence portion in the Questions/Answers section has a larger character limit than the Improvement Plan section. Please consult the PARTWeb User Manual for specific character counts for each section of PARTWeb and the PART summary.

11. What are the status levels in PARTWeb and what do they mean?

The status level concept is basically “who has the pen” (who has read/write access to the PART). There is the ability to toggle between status levels. A user 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. All the version changes made in the Agency Working Draft status level will not be seen in the Pending Final status level.

The 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.