WORKSHEET 1: Resource Assessment/Assignment and Delegation

Plan Priority	Resource Assessment	Lead Accountability			Secondary Accountability
		BOS	Dept/Staff	Other	
Tools: charges (expected deliverables, resources available, reporting requirements, etc.); work plans					

WORKSHEET 2: Monitoring and Reporting

	Audience 1: BOS	Audience 2:	Audience 3:
When/How Often			
By Whom			
Content			
Format			
Other			

Tools: dashboard

WORKSHEET 3: Measurement

Qualities of Effective Performance Measures

• linked directly to the milestone or end result desired	• acceptable to all as a management tool
• measures the most important aspects of desired performance	• reliable, credible
• compatible with existing information sources, databases, etc.	• feasible to assess (e.g., time, dollars); start with existing data/measures

Measurement Process

1. Define success in meeting the milestone

2. Determine what you are trying to measure

3. Set the best measure of success (*how can we tell?*)

4. Determine the best means to measure (consider measures that already exist)

5. Assess feasibility of those means

6. Identify measurement logistics: what, when, how, who

7. Plan to use the measures for decision-making (how, when, by whom)

8. Routinely assess the value of the process and adjust as needed

Brainstorming Effective Measures

Priority Plan Issue/Milestone:

What Does Success Look Like?	What Are We Trying to Measure?	The Best Measure of Success
✶	✶	
✶	✶	
✶	✶	

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