Checklist

IM Performance Management Guideline

Use the below to support your understanding and implementation of the guidance provided in the GuideBook: IM Performance Management.

Understanding Performance Management

— Performance measurement supports the organization's compliance with MOIA in establishing an IM Program though evaluation assisting short and long term planning, and resource allocation.

Measurement Principles

— Consistently collect data as a part of ongoing operations of the IM Program.

— The ability of the performance measures to provide relevant information about operations is important.

— Apply basic measurement principles to support a consistent and repeatable performance measurement.

Identify Measure Activities or Components

— Leverage already existing materials for the identification of activities or components of the IM Program to be included in the performance measurement process. Examples include, but are not limited to IM Assessments, IM Program Plan, and the organization's Business Plan.

Track IM Performance Measures and Metrics

— Prepare a summary listing of the activities to be measured that can be used to track the process using the IM Performance Measurement and Metrics Summary Template.

— Determine a monitoring and reporting schedule. Continual progress monitoring and updating of this listing is recommended through the year. Monthly statistical reporting, quarterly reporting and end of year reporting will aid in assessing IM performance, as well as providing a real time snapshot of areas for improvement or focus.

Complete Annual IM Program Performance Report

— Use the information contained in the IM Performance Measure and Metrics Summary to assist in the creation of an IM Program Performance Report.

— Use a point in time statistical approach, either monthly or quarterly, to help identify focus areas throughout the year to roll into the annual report.

Monitor and Verify

— Review and validate compliance, performance and capacity.