

Section I: Data Accountability

Units using the Measure:

Planned Implementation Date:

<p>Long measure name:</p>	<p>Data source:</p>
<p>Views measure name [OE use only]:</p>	<p>Person responsible for gathering the data:</p>
<p>Measure owner:</p>	<p>Is this a leading or lagging measure? Leading ___ lagging ___ NA ___</p>
<p>Measure owner's assistant:</p>	<p>Is this a key program measure? yes___ no___</p>
<p>Will anyone other than the measure owner/assistant enter data? If yes, who?</p>	<p>Is this a sub-measure for a formula measure? yes ___ no___ (If yes, what is the "parent" measure?)</p>
<p>Will anyone else enter commentary? If yes, who?</p>	<p>Does this measure have sub-measures? yes ___ no ___ (If yes, what are they?)</p>

Section II: What We are Measuring and Why

<p>Why are we measuring this?</p>	
<p>Rationale (How is the measure aligned with the agency's or business unit's strategic goals or objectives?):</p>	<p>Data parameters: What assumptions/algorithms are used to generate the data? Is this a snapshot taken at the beginning (or end) of each month? Is it an average of daily or weekly figures? Is it based on an event (such as contracts executed during a quarter)? Be very specific.</p>
<p>Metric definition (This should include a rationale, identify the data sources, and explain how the metric is calculated. Use a separate sheet, if necessary.):</p>	
<p>Target: What is the current target for this measure? How is the target set?</p>	

Section III: Measure Details

<p>Measure type: data ____ formula ____ group ____ (If formula, explain the formula)</p> <p>Period: monthly ____ quarterly ____ semi-annual ____ yearly ____</p> <p>Period consolidation: sum ____ average ____ take last known value ____</p> <p>Relevant locations: (For which locations will this measure apply?)</p>
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Section IV: The Measure's Place in the Scorecard

How will this measure fit into the scorecard of performance measures? Which scorecard group measure will be the "parent" of this measure?

What is the weight of this measure relative to the other measures making up this group?

Section V: Notes, Comments, and Status Updates