

Table III: Satisfactory Progress - Grant & Project Management & Administration Indicators (interim)
P2 Regulatory Integration Program Measures Menu

This questionnaire is administered on a quarterly basis by the Grant Manager and Project Team based on the logic model performance spectrum. Action Plans are prepared for items of concern. The red-yellow-green flag system used to identify problem areas is described below.

Performance Spectrum	#	Measure
Resource-Input	1	Are the (a) project teams and (b) MPCA EPA P2 Grant Manager satisfied that the planned resources/inputs are (1) adequate or (2) right?
Resource-Input	2	EPA or MPCA pass-through grant budget spend-down on track
Resource-Input	3	Estimated % fulfilling promised MPCA in-kind FTE (EPA or MPCA pass-through grant work plans)
Activity	4	The work plan (or outcome-sequence chart) activities are being completed as planned. (Review Work Plan; Record in Attachment A)
Activity	5	Are we satisfied that the activities planned are (a) right and (b) adequate to provide for (i) the planned products and services and to (ii) reach the targeted customers?
Activity	6	Are we satisfied with the degree to which the timelines and milestones are being met?
Activity	7	Are the project team members, their advisors and champions (1) clear about and (2) comfortable with the roles and responsibilities of various players as the project evolves?
Activity	8	Quality systems are being followed as planned.
Product-Service (MPCA)	9	MPCA Individual Work plans cite P2 Grant projects and program development activities.
Product-Service (MPCA)	10	MPCA Grant Tracking tool (a) tested by August 2006 (b) populated by October 2006
Product-Service	11	Quarterly progress assessment on-time
Product-Service (MPCA)	12	Quarterly progress assessment results are entered into the tracking tool are on -time
Product-Service	13	Semi-annual (or quarterly) group debriefings are on-time
Product-Service	14	Semi-annual and Final MPCA pass-through and in-kind project reports are on time
Product-Service (MPCA)	15	MPCA Grant Manager submits semi-annual EPA Grant progress and final reports on time
Product-Service	16	Pass-through grant and consultant contract invoices or expenditure reports are (a) on time; (b) annotated according to work plan task number and budget category and (c) labeled with MPCA Grant number.
Product-Service (Quality)	17	Customers targeted are satisfied with the product/service they receive.
Customers Reached	18	% total number of targeted groups actually reached

KSAA	19	Overall, the changes in knowledge, skills, ability and attitude most significant to the project are following the anticipated direction.
Behavior-Norm	20	Overall, the changes in behaviors and norms most significant to the project are following the anticipated direction.
Continuous Improvement-Derived Outcomes	21	Based on comparable data, opportunity is emerging for project team to recommend partial reallocation of core program resources to alternative tools that demonstrate cost-effective beneficial return. (i.e., strategic shift from compliance and enforcement of pollution control and cleanup to pollution prevention).
Continuous Improvement-Derived Outcomes	22	Overall, the (a) efficiency and (b) effectiveness are acceptable. (Applicable only if outputs and outcomes data are of sufficient quality and quantity to make calculations.)
Continuous Improvement-Derived Outcomes	23	Emerging circumstances beyond the direct control of the project team are (a) adequately anticipated; and (b) receiving the desired level of attention from project leadership and stakeholder champions.
Other	24	Additional questions from may be added.

Performance Thresholds

Project Management - Satisfactory Progress

Green:

- Current activities and issues and those in the foreseeable future can be handled using the project team's sphere of influence.
- Project team successful in meeting all project management performance expectations (e.g., personnel resources are adequate and right; timelines and milestones are being met within 2 weeks; budget and expenditures are on schedule; etc.)
- No modifications have been made to the original work plan or project premise or deviations from the original work plan or project premise are insubstantial.

Yellow:

- Current activities and issues and those in the foreseeable future may require the assistance of internal or external leadership champions or may depend on people and circumstances beyond the influence of the project team or champions; OR
- Project team considers deviations from some project management performance expectations within the margin for error.
- No modifications have been made to the original work plan or project premise and leadership champs and partners have been informed of relatively insubstantial deviations in the work plan or project premise and issues on the horizon that may require their assistance.

Red

- Current activities and issues and those in the foreseeable future require the immediate assistance of internal or external leadership champions or depend expressly on people and circumstances beyond the influence of the project team or champions; AND/OR
- Project team have deviated from project management performance expectations in a significant way.
- Modifications have been made to the original work plan or project premise; AND/OR
- Leadership champs and partners have been mobilized to help project team manage critical issues outside their immediate control.