Performance Plan

Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

1. General Information

*Provide basic information about the project including:*

*Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.*

*Proponent Agency – The agency that will be responsible for the management of the project.*

*Investment Type – The type of investment; project, procurement, etc.*

*Investment Approval Status – The current phase the project is in.*

*Item Classification Governance – The category of project based on the Risk and Complexity Assessments.*

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| ***Proponent Secretary:*** |  | ***Proponent Agency:*** |  |
| ***Investment Type:*** |  | ***Investment Approval Status:*** |  |
| ***Item Classification Governance:*** |  |

1. Project Business Objectives

List the Project Business Objectives in the first column. Identify the Performance Goal for each objective, the method of measuring the goal, when the measurement is taken, who is responsible for making the measurement, and how the progress toward the goal is reported.

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| ***Project Business Objective*** *Identify the desired result produced by the project that answers or resolves a business problem.* | ***Performance Goal***  *Define success in relation to the Project Objective* | ***Methodology***  *Describe how performance goal is measured.* | ***Schedule***  *Describe when to measure.* | ***Responsibility***  *Identify who measures.* | ***Reports***  *Identify how progress toward meeting the performance goal is reported.* |
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