Review Process

☐ **Performance Planning Workshops**

☐ **Establish KPIs**

☐ **Ongoing Performance Reporting**

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Review Process

☑ **Performance Planning Workshops**

Workshops facilitated by Deloitte in late 2022 and early 2023

☐ **Establish KPIs**

Discussing next steps today
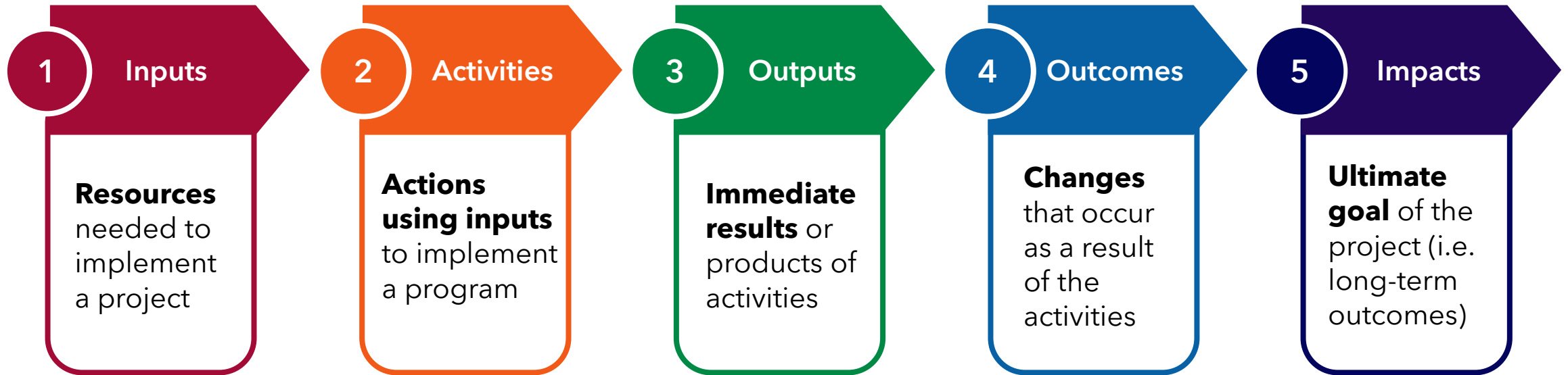
☐ **Ongoing Performance Reporting**

To begin summer 2023

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Roadmap for establishing KPIs

1. Review of Planning Resources

2. NCPRO KPI Intake Survey Review

3. Trainings & Due Dates

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Logic Model General Framework Worksheet

	PLANNED WORK		INTENDED RESULTS		Agency/Project's Impact
	Inputs	**Activities**	**Outputs**	**Outcome**	
DEFINITIONS					
RELEVANT MEASURES	**Project Tracking Measures**	**Output Measures**		**Outcome Measures**	

Project Flow

1 Inputs	2 Activities	3 Outputs	4 Outcomes	5 Impacts
Resources needed to implement a project	**Actions using inputs** to implement a program	**Immediate results** or products of activities	**Changes** that occur as a result of the activities	**Ultimate goal** of the project (i.e. long-term outcomes)

Key Performance Indicators

Tracking Measures

Metrics that help you track the **implementation** of your project. These may include your **inputs**, **activities**, or similar **milestones**.

Output Measures

Metrics that help measure the **direct results** of your actions. They provide valuable information about the **early implementation** stages of a project.

Outcome Measures

Metrics that measure **changes that occur as a result of the project's activities**. They Indicate whether a project is achieving its **overall goals**.

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**Project 1:
You buy your niece a birthday gift from Amazon**

Items ordered on time

Average cost per item

# of hours researching gifts for toddlers

% packages that arrived on time

Niece's reported happiness level (1-10 scale) upon opening gift

Niece's enjoyment of gift (1-10 scale) 12 months after opening gift

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Project 2 : NC Childhood Literacy

# of teachers invited to enroll in special literacy training

teachers that received special training

% teachers from Title I schools

% students with trained teachers reading at or above grade level

Key Performance Indicators

Tracking Measures

Metrics that help you track the **implementation** of your project. These may include your **inputs**, **activities**, or similar **milestones.**

Project 3 :
Community health center offering free "Healthy Habits" workshop

# of radio, newspaper ads promoting workshop

# of households contacted

Workshop curriculum completed on time

Output Measures

Metrics that help measure the **direct results** of your actions. They provide valuable information about the **early implementation** stages of a project.

# of people who attend health workshops

Outcome Measures

Metrics that measure **changes that occur as a result of the project's activities**. They Indicate whether a project is achieving its **overall goals**.

% of workshop attendees reporting healthier habits 1 month after workshop

KPI Intake Survey

- This survey has **8 sections**

- This survey is **NOT** collecting performance data

- This survey asks **WHAT** you will be measuring

Survey Section 1: Performance Reporting Contact Info

*Reporting performance measures to NCPRO requires submitting Key Performance Indicator (KPI) data to NCPRO via a **quarterly**, **semi-annual**, and/or **annual** survey. Please provide contact information for the person who will be available to provide accurate and up-to-date performance data on these surveys.*

- **Who** will report to NCPRO on performance? **Include contact info**.

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Survey Section 2: Project Timeframe

Select the appropriate **quarter**:

- When do you expect to **complete** this project?

- Estimate when **25%, 50%, 75%, & 100%** of SFRF $ will be **obligated**

- Estimate when **25%, 50%, 75%, & 100%** of SFRF $ will be **expended**

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Survey Section 3 : Project Impacts

*Think about the **overall, long-term impact** you anticipate your project to have and **when this impact is expected**:*

- Describe the **expected overall impact** of the project.

- **When** do you expect the project **impact to be realized**?

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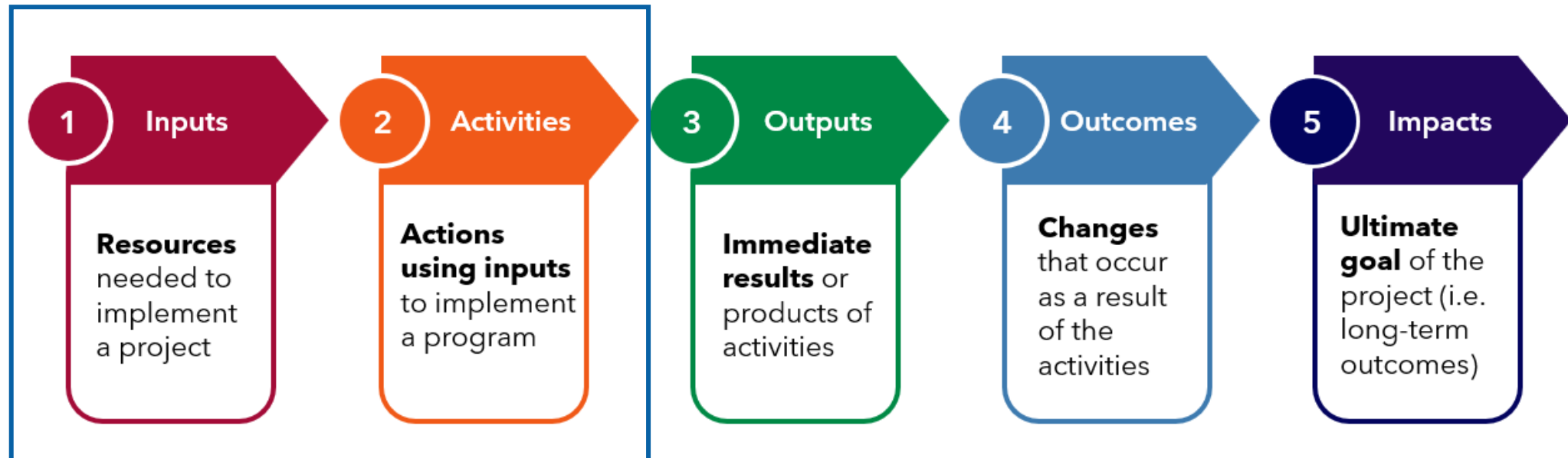NC Pandemic Recovery Office

Survey Section 4: Geographic Scope

*Think about whether your project affects **only specific counties** or **all of North Carolina**.*

- What **area** of NC does your project impact?

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Survey Section 5: Project Inputs and Activities

*Focus on major **inputs** and **activities** for your project.*

- List **inputs** for your project
- List **activities** for your project

Survey Section 6: Key Performance Indicators (KPIs)

*For this section think about what **KPIs** you use to gauge project **progress** and/or **success**.*

- **Name** of measure

- **Type** of Measure

- Brief **description**

- **Unit** of measurement

- Measuring **Strategy**/ **Data Source**

- Measure **start date**

- Measure **end date**

- **Frequency** of reporting to NCPRO (quarterly, semi-annually, annually).

- Does this KPI measure **equity**?

- (If KPI measures equity) How is KPI data **disaggregated**? (Race, income, geography)

Tracking Measures

Metrics that track **implementation**

May include **inputs, activities,** or similar **milestones**

Output Measures

Help measure the **direct results**

Provide information about the **early implementation**

Outcome Measures

Measure **changes that occur as a result of project's activities.**

Indicate whether a project is achieving its **overall goals.**

Survey Section 7: Impact Evaluation

Think about whether you will be conducting an evaluation of the overall, long-term impacts of your project, and let us know if you would be interested in collaborating with NCPRO and/or agency partners to evaluate project impacts.

- Will you evaluate **long-term project impacts**?

- Are you interested in evaluation **collaboration**?

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Survey Section 8: Other Considerations

*Please share any additional **thoughts, concerns, or questions** you have regarding your project KPIs.*

- Provide any **additional info** on KPIs

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Due Dates

Establish KPIs

- Intake Survey to be sent **week of May 1**
- Responses due by **May 19th**

Ongoing Performance Reporting

- Planned to **open in July**

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Make sure you don't miss the survey!

- Add **@smartsheetgov.com** to the trusted sender list in Outlook
- Check for **emails** from **grants manager**
- Check your **junk** folder!

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Trainings

NCPRO will provide **support** on performance planning, using KPI Intake Survey, etc.

- Tuesday **May 9th** at 2 pm
- Friday **May 12th** at 10 am
- Tuesday **May 16th** at 1 pm

Email with details to follow

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Questions?