

Performance Checklist

1. Progress on Objectives

- _____ • Quarterly Performance Reports (QPR).
 - Was the QPR for this quarter timely and accurate, and complete?
 - Did you have quantitative statements to support your objectives?

- _____ • Documentation of progress
 - Do you have documents or data that support claims in the QPR?

- _____ • Trip Reports
 - Did travelers submit trip reports for all trips?

- _____ • Adherence to implementation strategy
 - Is your program moving ahead according to your approved implementation strategy?

2. Fiscal Management

- _____ • Encumbrance Liquidation
 - Have you made sure that all requisitions have been paid?

- _____ • Adherence to planned travel budget.
 - Have you stayed within the approved travel for your activity?
 - Have submitted trip reports for all completed travel?

- _____ • # of Budget Modifications
 - Have you followed the guidelines for budget modifications?

- _____ • Adherence to planned spending
 - Have you stayed within your approved spending plan?

3. Personnel

- _____ • Time and Effort Reports - Have you followed guidelines for handling Time and Effort Reports ?

- _____ • All positions filled? -

- _____ • Timely Submission of Contracts

4. Property Management

- _____ • Database - Is your TTrac property database up-to-date?

- _____ • Random Check - Are you prepared to pass a random check of your Title III property.

5. Directives and Reports

- _____ • Responsiveness to Communications - Have you been responsive to Communications?

- _____ • Timely Submission of Activity Reports - Were all reports submitted in a timely manner?