A mock-up progress report for a high-priority performance goal

Agencies and OMB should complete this progress report for each goal every three to six months. It covers:

1. The agency's strategy to accomplish the goal and what actions it is planning to achieve the goal
2. Performance to date on the goal and whether it is in line with previous projections
3. Whether forthcoming initiatives are on track and whether previous initiatives have worked
4. An overall assessment of whether the goal is likely to be accomplished and the actions needed
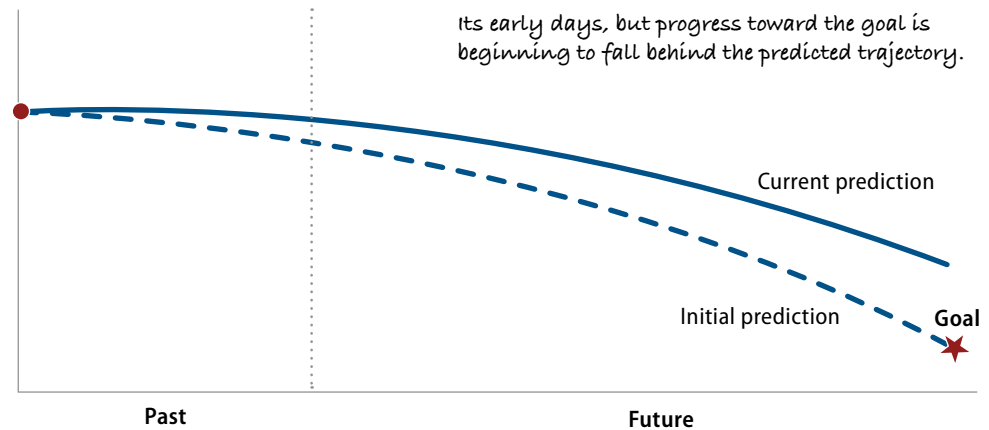
Performance goal: _Reducing food poisoning_   Date of assessment: _July 2010_

1. Strategy to accomplish the goal

Strategy #1

Greater inspection of restaurants → Better food hygiene in restaurants → Lower levels of food poisoning
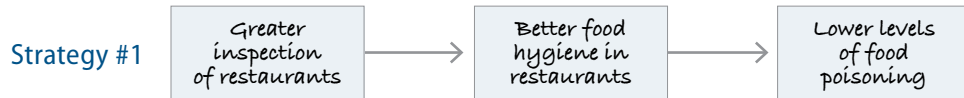
- More money for states to increase restaurant inspections
- Projected to reduce food poisoning by xx% in states that receive funding
- Overall impact likely to be xx

Strategy #2

Better marketing of good food preparation → Better food hygiene in homes → Lower levels of food poisoning

- New marketing campaign in 10 states
- Projected to reduce food poisoning in those states by xx% initially and by xx% after six months
- Overall impact likely to be xx

2. Performance to date on the goal

Projected versus actual performance

Incidences of food poisoning

Its early days, but progress toward the goal is beginning to fall behind the predicted trajectory.

Current prediction

Initial prediction   **Goal**

Past   **Future**

3. Assessment of forthcoming and previous initiatives

Key milestones in the next six months

Milestone	Due date	Status
1. Second round of funding for states	Due July 2010	On track
2. New marketing campaign goes live	Due September 2010	Running 3 months behind schedule
3.		

Impact of previous initiatives

Initiative	Impact
1. First round of funding for states was predicted to achieve reductions in food poisoning of xx%	Actual reductions are less at xx%
2.	

4. Overall assessment of likelihood of accomplishing goal

- Progress towards the goal is beginning to fall behind the predicted trajectory.
- Some initiatives due in the coming months are also behind track.
- On current performance, the goal is unlikely to be achieved.
- The department has started developing new policy measures to fill the gap.
- It has a good understanding of what drives changes in performance.

Overall likelihood of accomplishing goal: Unlikely without significant action

Center for American Progress

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