How You Will Benefit

Create a Performance-Based Budget

Demonstrate accountability and performance for agency goals and resources

Improve OMB and Congressional Responses

Streamline the productivity of your management processes in all levels of your agency

Calculate and Manage Full Program Costs

Align financial measurement systems with performance reports to achieve organizational objectives

Enhance Budget Justifications

Integrate budget requests to strategic plans using a Ten-Step Framework

What You Will Learn

- **OMB Guidance on Budget-Performance Integration**
- **Step-by-Step Application of the Program Assessment Rating Tool**
- **Strengths and Weaknesses of Model Budget Justifications**
- **Ten-Step Process to Integrate Performance and Budget Information**
- **Understanding the Federal Budget Process**
- **Methods for Full-Cost Accounting in Government**

Presented by: The Performance Institute

In Association with: AGA®

2004 Best Practices Forum on:

Budget & Performance Integration in Government

Using a Ten-Step Framework to Achieve a Performance-Based Budget

November 3-5, 2004 • Arlington, VA
The Performance Institute



Featuring: ***An Interactive PART and Budget Hearing Simulation Workshop!***

www.PerformanceWeb.org

Improve Performance and Ac

Dear Government Executive,

In the last three years, performance-based budgeting has transformed the way the Executive Branch is managed. Propelled by the White House's Program Assessment Rating Tool, program managers and budget officers are finding that linking resources to results is paying off not only with better (and bigger) budgets, but with better management.

The best trained and most committed program leaders are earning the highest PART scores and reaping the biggest benefits from performance-based budgeting, which is why you're invited to attend the 2004 Best Practices Forum on Budget & Performance Integration in Government, being hosted November 3-5, 2004, in Arlington, Va.

Craft a Transparent Performance-Based Budget
With the bar raised on OMB's expectation that federal programs tie their resources to the results they generate, program managers must take a harder look at creating outcome-oriented goals and measures. You'll learn to harness the Government Performance Logic Model to implement a cutting-edge performance management system to help you write a transparent, accountable budget.

Tie Your Program's Budget to Its Strategic Plan
A performance-infused strategic plan that uses measures shared by your program's performance-based budget will ensure that your program is working toward mission-appropriate goals. You'll learn to create and utilize efficient performance measures that not only contribute to your program's strategic plan and budget, but improve the way your program is managed.

Improve Your Program's PART Score
By now 60 percent of federal programs have been evaluated by the PART and the link between poor PART performance and lower White House funding requests is undeniable. In this hands-on training, you'll learn how to use your performance-based budget and strategic plan to fulfill the evidence requests of the PART and improve your PART score.

Don't miss this unique opportunity to utilize the methodology and strategies provided to increase the performance and accountability for your program, as well as justify your budget requests. Register by calling us at 703-894-0481 or visit us online at www.performanceweb.org. I look forward to seeing you in November!

Sincerely,



Amy Shioji
Associate Director

Enhance Your Budget Justifications with Results!

PROGRAM

Day One: November 3, 2004

8:30 Registration and Continental Breakfast

9:00 Achieving Budget-Performance Integration in Government
- Overview of OMB guidance on Budget-Performance Integration
- Highlight government-wide challenges and solutions to performance-based budgets
- Expectations on future applicability and challenges for PART

10:15 Break and Refreshments

10:30 Integrating PART to GPRA and PMA
- Strengths and weaknesses of past performance mandates
- Role of GPRA and PMA in program management
- Integration and communication of GPRA, PART and PMA

11:00 Break and Refreshments

Step-by-Step Application

11:15 Element One: Program Purpose and Design
Is the program's purpose and design clear and defendable?
- Detailed Analysis of Questions in Section One
- Analyze clearly defined program purpose and mission
- Identify programs with duplicative program purpose

12:15 Networking Luncheon

1:15 Element Two: Strategic Planning
Are valid and long-term goals set for the program?
- Detailed analysis of questions in Section Two
- Identify strategic planning strengths and deficiencies
- Analyze long-term and annual performance goals and measures

2:15 Element Three: Program Management
Are the agency's program management, financial oversight and program improvement efforts successful?
- Detailed analysis of questions in Section Three
- Evaluate Management of program goals as outlined in strategic plan
- Identify areas of management challenges in program stewardship

3:15 Break and Refreshments

3:30 Element Four: Program Results
Are the performance goals set during strategic planning being met?
- Detailed analysis of questions in Section Four
- Evaluate program success toward long-term goals and measures
- Identify program success in meeting annual performance goals and measures

4:30 Adjourn

INSTRUCTORS

Justine F. Rodriguez, Office of Economic Policy, Office of Management and Budget (Invited)

Felipe Monroig, Director of External Affairs, The Performance Institute

countability in Your Program!

I AGENDA

Day Two: November 4, 2004

8:30 Continental Breakfast

9:00 Creating a Performance-Based Budget: Apply a Ten-Step Process to Integrate Performance and Budget Information

Step One: Develop/Align to Strategic Plan
Step Two: Determine Outputs (by Program)
Step Three: Define Activities to Deliver Outputs
Step Four: Calculate Existing Full Costs (Direct/Indirect for Each Activity)
Step Five: Correlate New Output Costs to Intermediate Outcome Achievements
Step Six: Achieve Cost Efficiencies through Restructuring
Step Seven: Set Targets (Revise after Budget Finalization)
Step Eight: Budget Account Restructuring/Alignment
Step Nine: Budget Justification
Step Ten: Budget Execution

12:00 Networking Luncheon

1:00 Achieving Full-Cost Accounting in Government

- Master the conceptual framework and technical insight for successful and relevant performance costing
- Understand flexibilities provided in the standards and how to maximize their benefits
- Learn how to converge cost and performance data to provide superior accountability

2:00 Break and Refreshments

2:15 Calculate and Correlate Program Costs by Using a Performance Framework

- Acquire long-term and annual performance goals and measures that monitor program success
- Develop performance-based functions that break down silos and communicate success throughout the program
- Integrate goals, measures, outputs and activities into a performance framework to illustrate success

4:00 Adjourn

Full Day Workshop: November 5, 2004

8:30 Continental Breakfast

9:00 APPLICATION SESSION: Develop Your Own PART

- Complete PART questionnaire for your program
- Create a business case for your budget request
- Apply performance management framework to PART

12:00 Networking Luncheon

1:00 APPLICATION SESSION: Understanding the Federal Budget Process

- Overview of the Federal Budget Process
- Performance Budgeting in the Federal Budget Process: Examples of Justification of Estimates
- Case Study Guidelines for Developing a Performance-Based Budget

4:00 Adjourn

METHODOLOGY COVERED

This training will focus on developing performance goals and measures by applying the Government Management Logic Model Framework as a template for developing accurate and succinct performance goals and measures for government programs. This framework will aid government managers in the stewardship of the annual and long-term objectives of the individual program and the organization, and is in compliance with GPRA performance criteria as well as OMB PART guidance.

Building a Performance-Based Budget ***Ten Steps Using the Logic Model***

Input	← Activities	← Outputs	← Intermediate Outcome Strategies	← End Outcomes
$, FTE				

Budget-Performance "Integration"

Cost-Per-Unit (Activity/Output)

Step 1: Develop/Align to Strategic Plan (Mission, Outcomes, Strategies)
Step 2: Determine Outputs (By Program)
Step 3: Define Activities to Deliver Outputs
Step 4: Calculate Existing Full Costs (Direct/Indirect for Each Activity)
Step 5: Correlate New Output Costs to Intermediate Outcome Achievements
Step 6: Achieve Cost Efficiencies through Restructuring
Step 7: Set Targets (Revise after Budget Finalization)
Step 8: Budget Account Restructuring/Alignment
Step 9: Budget Justification
Step 10: Budget Execution

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Performance Management Certification Program. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on knowledge management. For more information about the certification and in-house training options available to you, please contact James Lewis at 703-894-0481 or emailing him at Lewis@PerformanceWeb.org.



HOW DO I REGISTER?

Call the Performance Institute at 703-894-0481 or visit us online at www.PerformanceWeb.org. Be sure to reference priority code **P224** when you register.

Venue and Hotel:

Budget-Performance & Integration in Government will be held at the Performance Institute in Arlington, VA, just one block east of the Courthouse Metro stop on the Orange Line. A public parking garage is also located inside the building. Plus, continental breakfast and catered lunches will be provided for all delegates.

The Performance Institute
1515 N. Courthouse Rd., Suite 600, Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at a discounted rate of $115 at the Quality Courthouse Hotel, located two blocks from the Performance Institute. In addition, discounted rooms are also available at the Virginia Suites Hotel at a rate of $95 for a studio suite or $115 for a one bedroom suite. A shuttle service is available from the Virginia Suites Hotel both before and after the conference. Please call the hotel directly to make reservations and be sure to ask for the Performance Institute conference rate.

Quality Courthouse
1200 N. Courthouse Road
Arlington, VA 22201
Phone: 703-524-4000

Virginia Suites
1500 Arlington Boulevard
Arlington, VA 22209
Phone: 703-522-9600

Tuition and Group Discounts:

The fee for attending *Budget-Performance & Integration in Government* is $1095.
Conference plus Workshop $1395 Workshop Only $595
Reduced tuition rates for delegates who attend in groups of three or more are also available by calling James Lewis at 703-894-0481 or emailing him at Lewis@PerformanceWeb.org. Be sure to use program code **P224** when you register.

Administrative Note:
A 10 percent cancellation fee on registration will be charged for cancellations received less than three weeks from the date of the conference.

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Registration Form for
Budget-Performance & Integration in Government

Call 703-894-0481; Fax this Form to: 703-894-0482;
or visit www.PerformanceWeb.org

☐ Yes! Register me for the conference only.
☐ Yes! Register me for the conference and one workshop.
☐ Yes! Register me for the workshop only
☐ Please call me. I am interested in a special Group Discount for my team.

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