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?