



Appendix D-1 Suggested Practice- Program Progress Review Process



a. Background and Purpose

The purpose of the Program Progress Review (PPR) is to present periodic status of each program for management review. To ensure that the information presented is complete, a standard presentation slide format has been developed.

The Program Progress Review (PPR):

- Provides a program status for management review,
- In a standard format.

PPR presentation slides and handouts will be prepared for scheduled PPRs at times set by management. The PPR presentations outline the mission, tasks, schedule, resources (both personnel and fiscal), deliverables, and other agency interface issues for each program.

b. PPR Development

PPR presentations are prepared based on scheduled PPRs.

The program manager is assigned responsibility for preparing the PPR by the DAS/TD.

The program manager is responsible for preparing and delivering the PPR presentation.

The program manager delivers the PPR presentation on dates set by management.

DAS/TD assigns PPR preparation to program manager.

Approved PPR presentation materials will be collated into a booklet which will be made available on the date of the PPR. Provide approximately 15 copies.

c. Instructions for the Preparation of Program Progress Reviews

Program manager prepares PPR.

The PPR consists of a series of slides to present program status to all levels of management. The following instructions for preparing PPRs are provided to ensure consistency. These instructions are meant to establish the minimum content required and a recommended style and format for the first round of PPR presentations. A sample PPR is provided on page D1-2. Program managers have the flexibility to change the format and graphics to suit their needs. As reviews are held, it is likely that the requirements will be updated.

Program manager delivers PPR presentations.

Program

On the first slide state the presentation title, “Program Progress Review”. Below the revision number state the name of the program manager followed by a short description of the program mission. Place the presentation date and the page number on the lower right hand corner of the slide.

For the remaining slides in the presentation, the header will contain the program title. The footers will contain the presentation date and the page number in the lower right hand corner.

Program ____ Program Progress Review

Program Title

Name of Program Manager

Short Description of the Program Mission

Date Page #

Programmatic Strategic Objectives Slide

List the program strategic objectives in bullet form. If needed, a continuation slide may be used with the same headers and footers.

Program Title

Programmatic Strategic Objectives

- Program Strategic Objective
- Program Strategic Objective
- Program Strategic Objective

Date Page #

Key FY Tasks Supporting Strategic Objectives Slide

Detail each key task, the strategic objective which it supports, the description of the task, the person responsible, the deliverable/ accomplishment schedule, the financial expenditures, technical accomplishments, and technical issues. Present each key task on a separate slide and format in the same order as described above. Continuation sheets using the same headers and footers can be used as needed to present the remaining tasks or to present more detail.

Program Title

Key FY Task Supporting Strategic Objective

Key Task (one key task per slide)

Task Description

Responsible Individual

Deliverable / Accomplishment Schedule

Financial Expenditures

Technical Accomplishments

Technical Issues

Date Page #

Fiscal Resources Slide

Outline the FY budget broken down by each strategic objective and identify capital expenditures and whether carryover funds from prior FYs exist. The slide is generated by creating a table or pie chart with each strategic objective and dollars (in thousands) identified which are budgeted for that strategic objective. Total the last column to represent the entire program budget. Identify carryovers from previous FYs and capital equipment expenditures on the bottom of the slide.

Program Title

Fiscal Resources

(Table or Pie Chart)

Strategic Objective Fiscal Year Budget

Capital Expenditure

Carryover Funds

Date Page #

Program Expenditure Summary Report Slide

Provide a graph that details program expenditures relative to planned, actual authorized, and actual obligated funds. This graph should be generated using the data from the spend plan. Be sure to list the amount of funds planned, actual authorized, and actual for each month throughout the fiscal year. Plot on the graph, the planned, actual authorized, and actual funds on the vertical axis with date (by month) on the horizontal axis.

Program Title

Program Expenditure Summary Report

(Graph)

Funds Planned

Actual Authorized

Actual

for each month of the fiscal year.

Date Page #

Funding Issues Slide

Detail relevant issues with respect to program funding. The slide is formatted by listing funding issues in a prioritized bullet format. This slide can be deleted if no relevant funding issues exist. Any carryover funds should be listed and justified.

Program Title

Funding Issues

- Funding Issue
- Funding Issue
- Funding Issue

Date Page #

Personnel Resource Issues Slide

Detail, in a bullet format, any personnel resource issues such as labor shortfalls or surpluses which impact the program. This slide will be generated on an as needed basis.

Program Title

Personnel Resource Issues

- Personnel Resource Issue
- Personnel Resource Issue
- Personnel Resource Issue

Date Page #

Major Hardware Deliverables Slide

Identify each major hardware deliverable and its completion status. Minor deliverables can be consolidated for the presentation. The slide is prepared as a table or Gantt chart listing the project number, the number of the strategic objective on which the project is focused, the name of the deliverable, the name of the responsible person, the planned completion date, and the status of each major hardware deliverable. The status will be reported as “on schedule”, “expected to slip/(new date)”, or “completed/(date)”.

Program Title

Major Hardware Deliverables

(Table or Gantt Chart)

Major Hardware Deliverable - Completion Status and Date, Project Number, Strategic Objective Number, Document Name, Responsible Person

Date Page #

Major Document Deliverables Slide

Identify each major document deliverable and its completion status. The slide is prepared similarly to the hardware deliverable slide, again as a table or Gantt chart listing the project number, the number of the strategic objective on which the project is focused, the name of the deliverable document, the name of the responsible person, the planned completion date, and the status of each major document deliverable. The status will be reported as "on schedule", "expected to slip/(new date)", or "completed/(date)".

Project Title

Major Document Deliverables

(Table or Gantt Chart)

Major Document Deliverable - Completion Status and Date, Project Number, Strategic Objective Number, Person Responsible, Completion Date

Date Page #

Interagency Initiatives/Issues Slide

Identify any current or recently accomplished interagency initiatives and issues. The slide is formatted by listing interagency initiatives/issues in a bullet format. This slide will only be presented for the first PPR and whenever new initiatives/issues develop.

Program Title

Interagency Initiatives/Issues

- Interagency Initiative/Issue
- Interagency Initiative/Issue
- Interagency Initiative/Issue

Date Page #

International Activities Slide

Detail any significant international activities which affect the program. This slide will be presented on an as needed basis.

Program Title

International Activities

Significant International Activity Information Impacting Program

(Delete slide if no international activity exists).

Date Page #

Program Interfaces & Support Slide

Identify outside organizations and activities contributing to the project. The slide highlights new partners and issues and will be prepared as a table listing the organization, the name and phone number of each contact person, and the activity for which that person/organization is involved. *This slide only needs to be presented for the first PPR and whenever there has been changes to this information.*

Program Title

Program Interfaces & Support

(Table)

Outside Organization and Activity

Contact Person, Phone Number

Date Page #

