

# Center to Improve Program and Project Performance (CIPP)

Tips for Performance Reporting	Measures		
	1.1	2.1	2.2
Limit description to information relevant to the professional development component	✓		
Describe completed activities only	✓		
Check and update where necessary information that was copied from the previous year	✓		
Use the worksheet from OSEP with embedded headers to add appropriate information to each section	✓		
Report complete data	✓	✓	✓
Enter data in the correct location of the project status chart (e.g., target vs. actual)	✓	✓	✓
Categorize <b>project</b> and <b>program</b> (GPRA) measure data clearly	✓	✓	✓
Provide relevant information in the Explanation of Progress (EOP)	✓	✓	✓
Ensure that information in the project status chart and EOP are consistent	✓	✓	✓
Report the numerator, denominator, and resulting percentage for each measure and initiative	✓	✓	✓
Report ratios for target and actual performance data in dollars			✓
Use the correct equation		✓	✓
Work with your program officer to confirm targets are appropriate and achievable		✓	✓
Sum data with multiple components into a single numerator and denominator		✓	✓
If multiple instruments are used for one measure, report aggregated data on unduplicated participant counts		✓	✓

