Results through Performance Management (RPM)

User Guide for the Puget Sound Partnership (PSP)

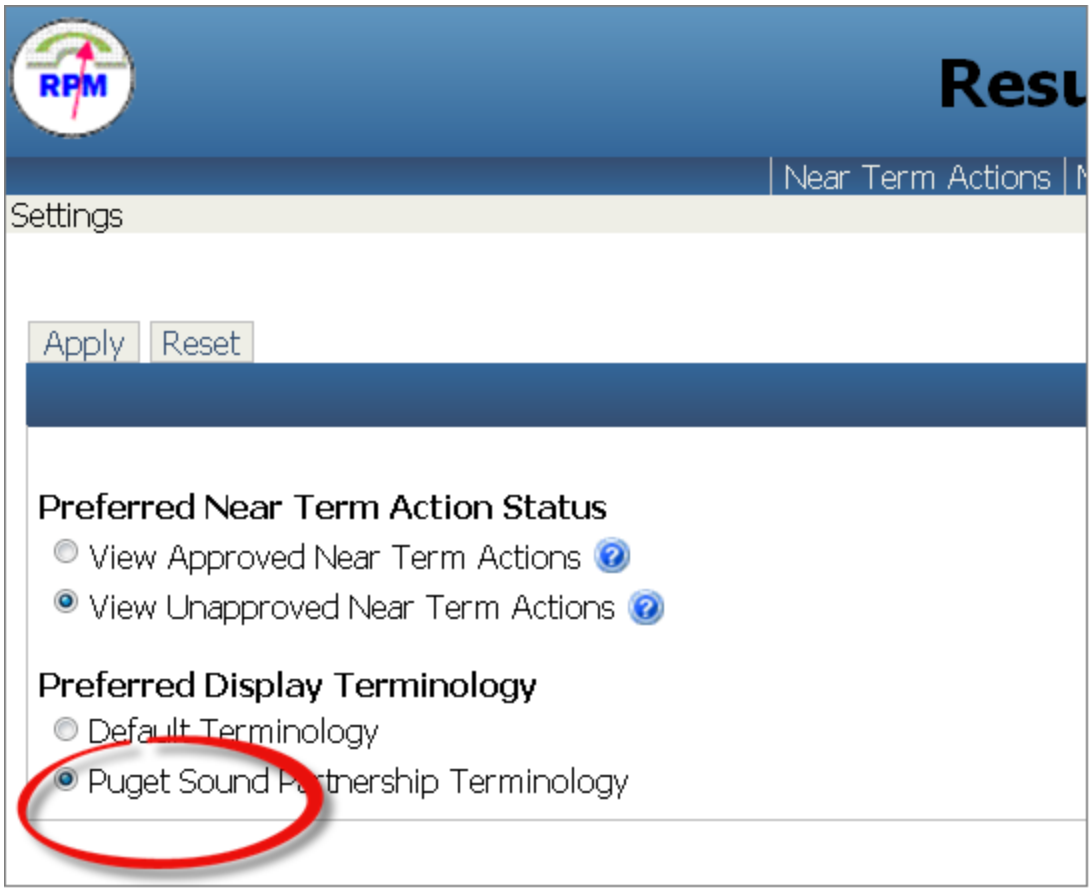
Version 1.0
September 2012

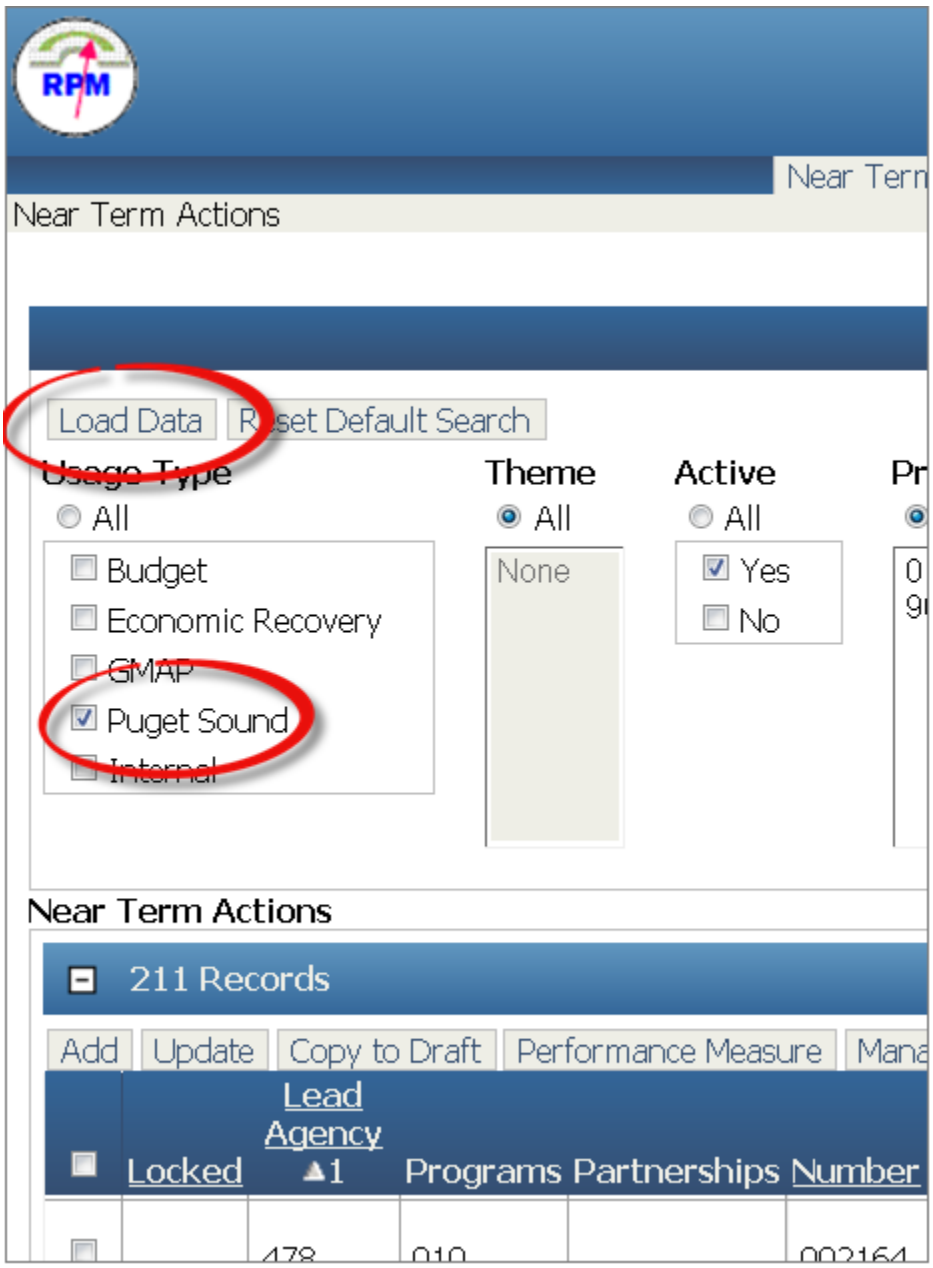
Partnership Terminology Settings

To change to partnership specific settings:

Click on Settings
Click on "Puget Sound Partnership Terminology"
Click "Puget Sound" as the useage type
Click the "Load Data" tab

Don't forget to change the settings back to go back to regular RPMS terminology!


RPM
Resu
Near Term Actions
Settings
Apply
Reset
Preferred Near Term Action Status
View Approved Near Term Actions
View Unapproved Near Term Actions
Preferred Display Terminology
Default Terminology
Puget Sound Partnership Terminology



* Useage Type "Puget Sound" will always stay draft and is not submitted to OFM for approval.

Sort/Find

To find a specific NTA:

Click on the "Title" Label until there is a triangle next to a 1 - this means it is the first sort and ascending.

Near Term Actions

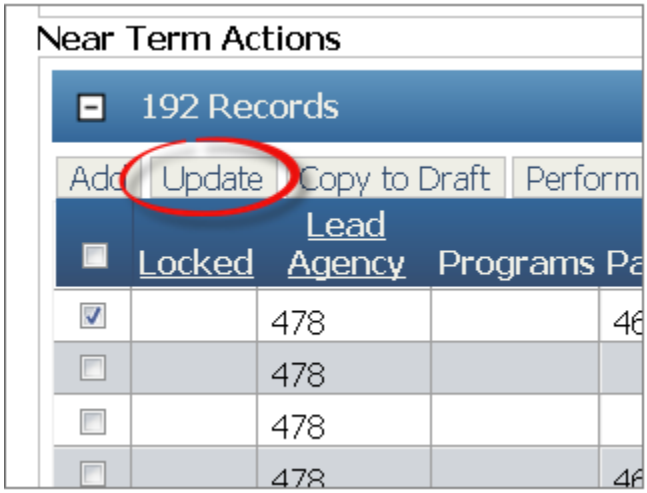
192 Records

Add | Update | Copy to Draft | Performance Measure | Manage Hierarchy | Hierarchy Tr

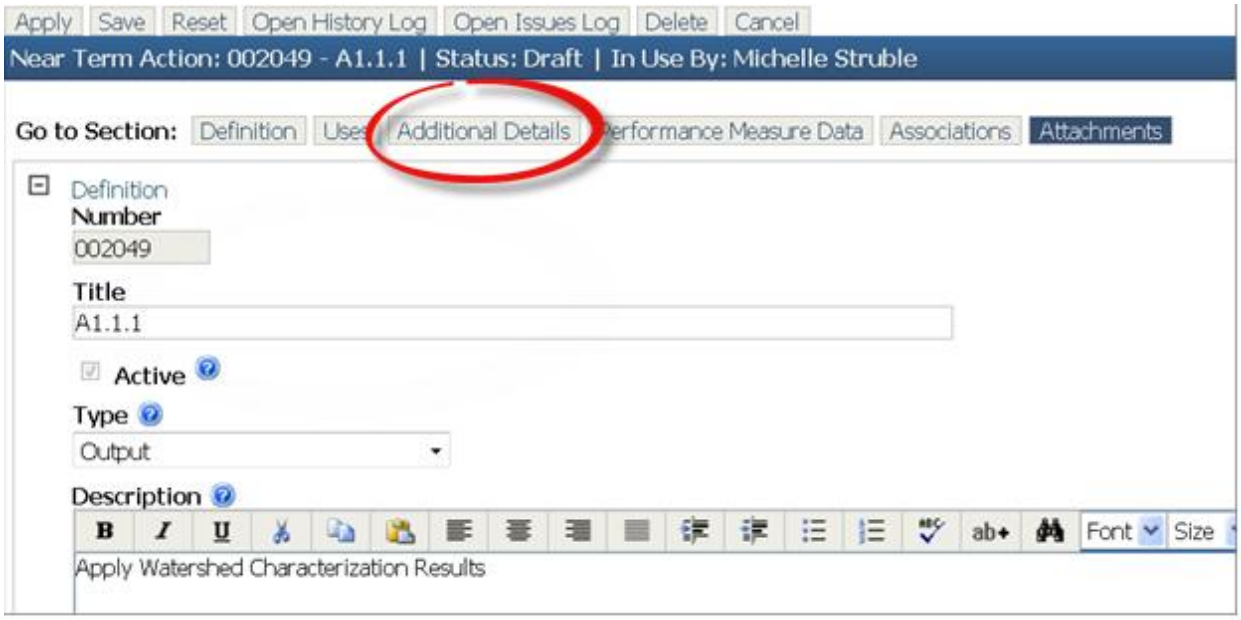
Locked	Lead Agency	Programs	Partnerships	Number	Title ▲1	Status	Bu
	478		461	002049	A1.1.1	Draft	
	478			002028	A1.1.2	Draft	
	478			002044	A1.1.WS1	Draft	
	478		461	002050	A1.2.1	Draft	
	478		103	002029	A1.2.2	Draft	
	478			002030	A1.4.HC2	Draft	
	478		490	002040	A2.1.1	Draft	
	478		461	002046	A2.1.2	Draft	
	478			002042	A2.1.3	Draft	
	478			002043	A2.1.4	Draft	
	478		477	002047	A2.2.1	Draft	
	478			002051	A2.2.WS12	Draft	
	478		471	002052	A3.1.1	Draft	
	478		461	002053	A3.1.2	Draft	
	478		490	002054	A3.1.3	Draft	
	478		490	002055	A3.2.1	Draft	

Quarterly Update

Check the box next to the desired NTA and then click Update.



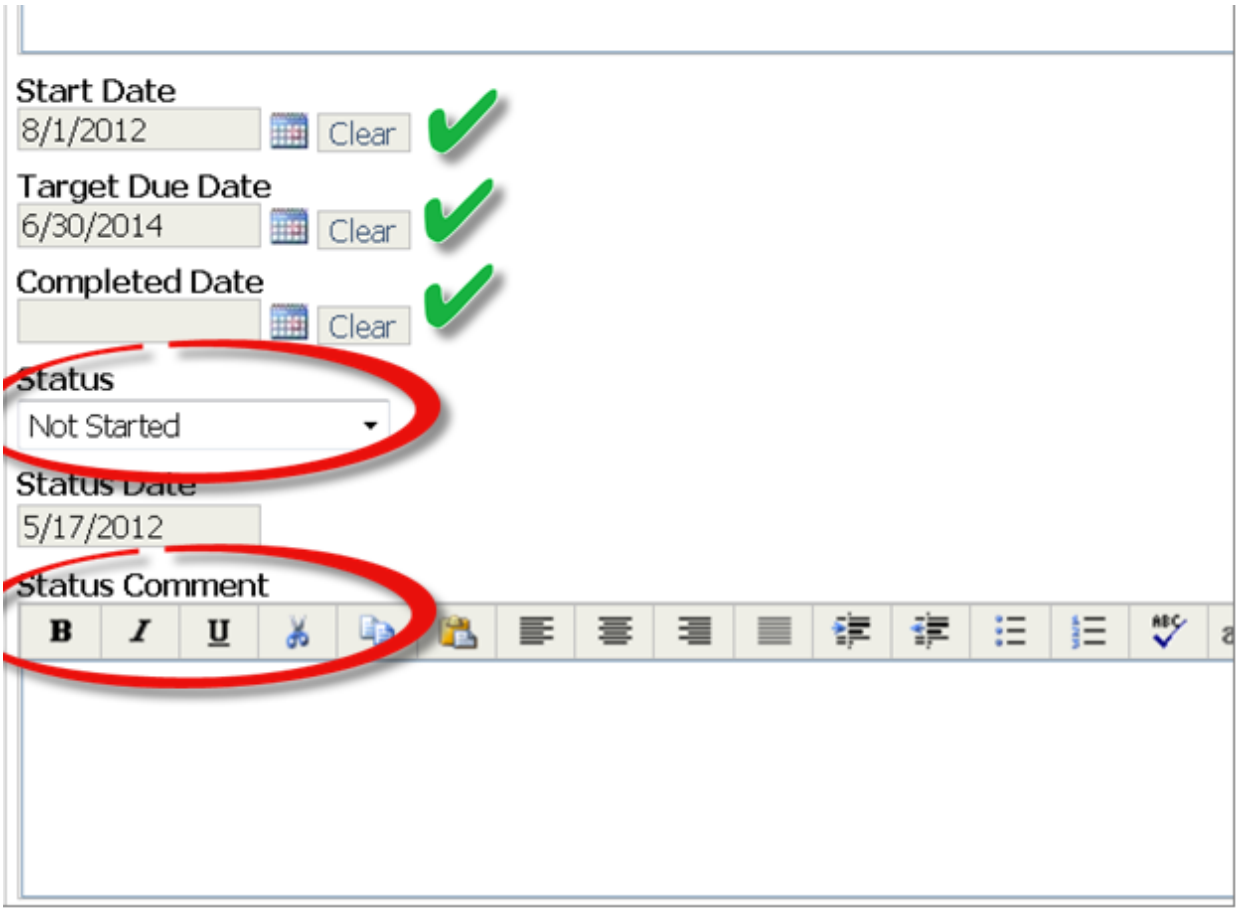
Click on the additional details tab.



Scroll to the bottom of the page
Check the box next to the "Overall NTA Status"
Click Update

*** The "Overall NTA Status" milestone is the overall status that is shown in the PAA report card.

Check the Start, Target and Completed Dates for accuracy.
Select a status from the drop down list
Type any comments in the Status Comment Box

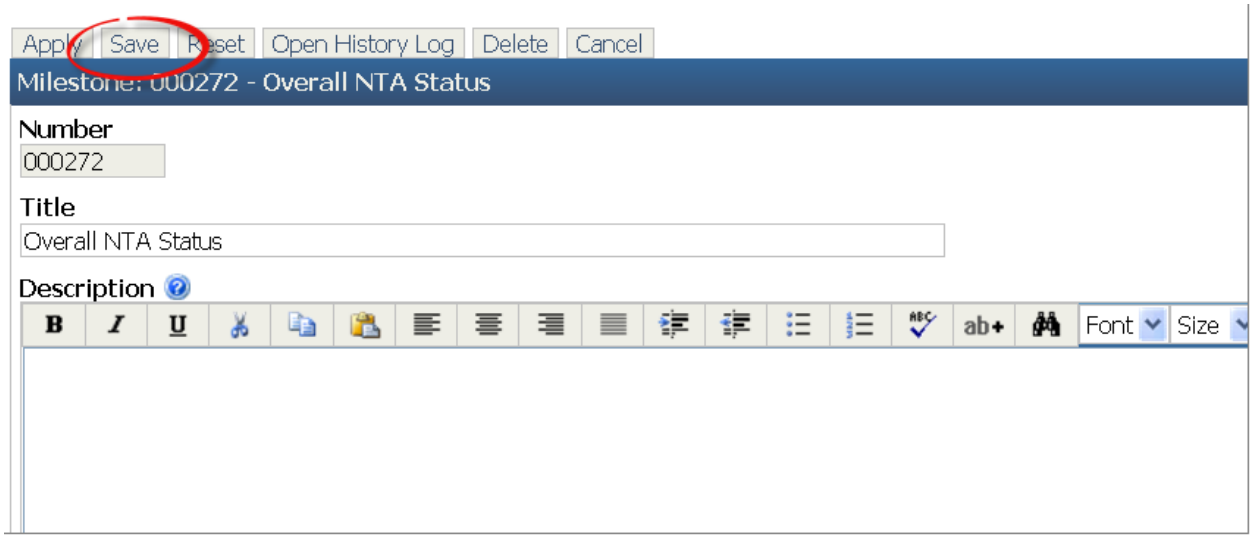


If there is no status change: select a different status, save it, select the correct status again, and save again. This will update the status date stamp to the current date. Not doing so will show as "not reported" in the PAA report card.

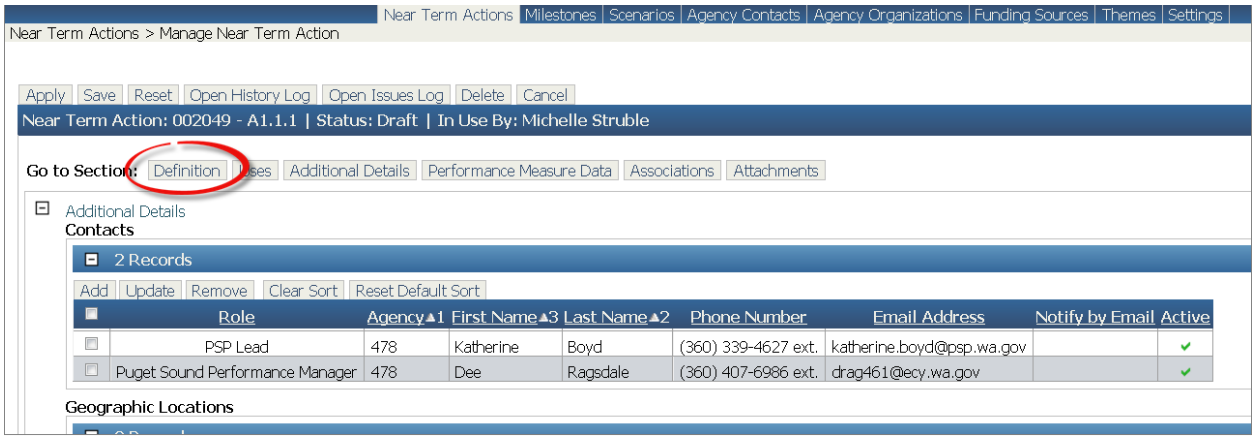
Repeat as appropriate for the remaining milestones

Save changes to the status to return to the additional details screen.

(Or cancel to discard changes)

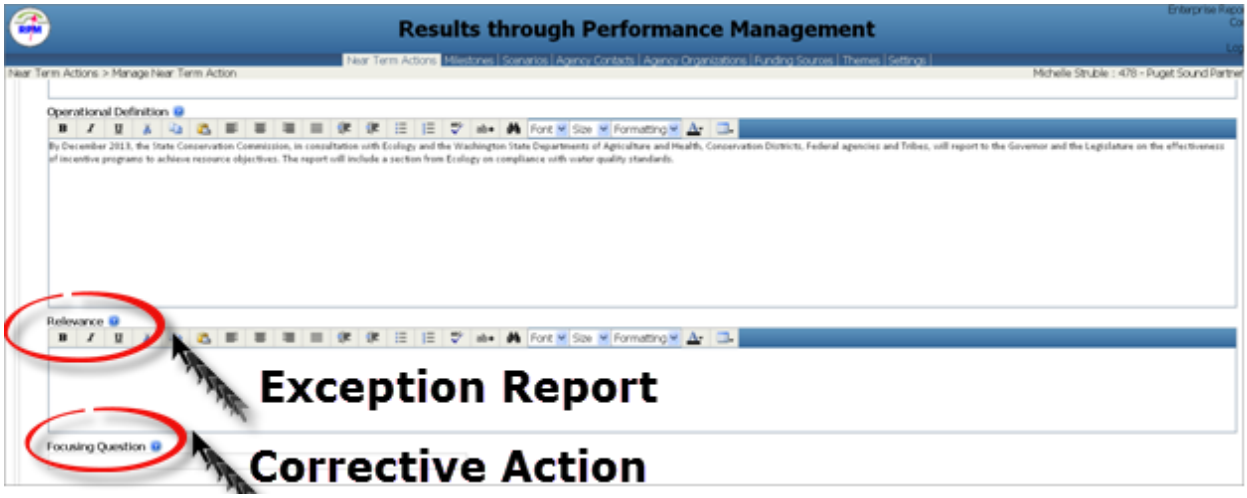


Click on the Definition tab



Scroll to the bottom of the page and type in Exception [Relevance]and Corrective action [Focusing Question] values.

* We've repurposed these fields and were unable to change the labels.



Expected Values

Exception:

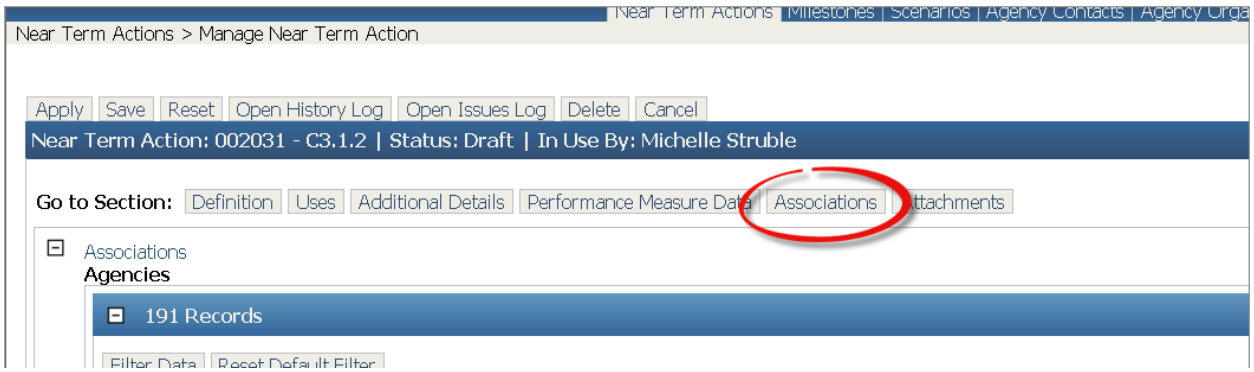
- Lack of Funding/Staff Resources
- Progress Slower Than Anticipated
- Proposed for Revision
- Competing Fed/State Priorities

Corrective Action:

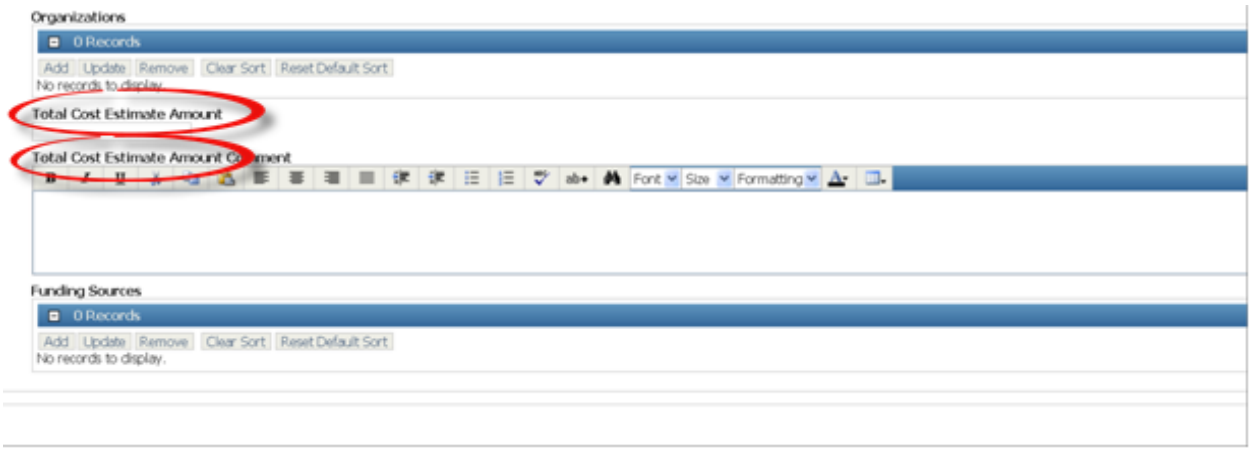
- Identify Additional Resources
- Revise Approach
- Outreach and Improved Coordination
- Need Leadership Council Direction

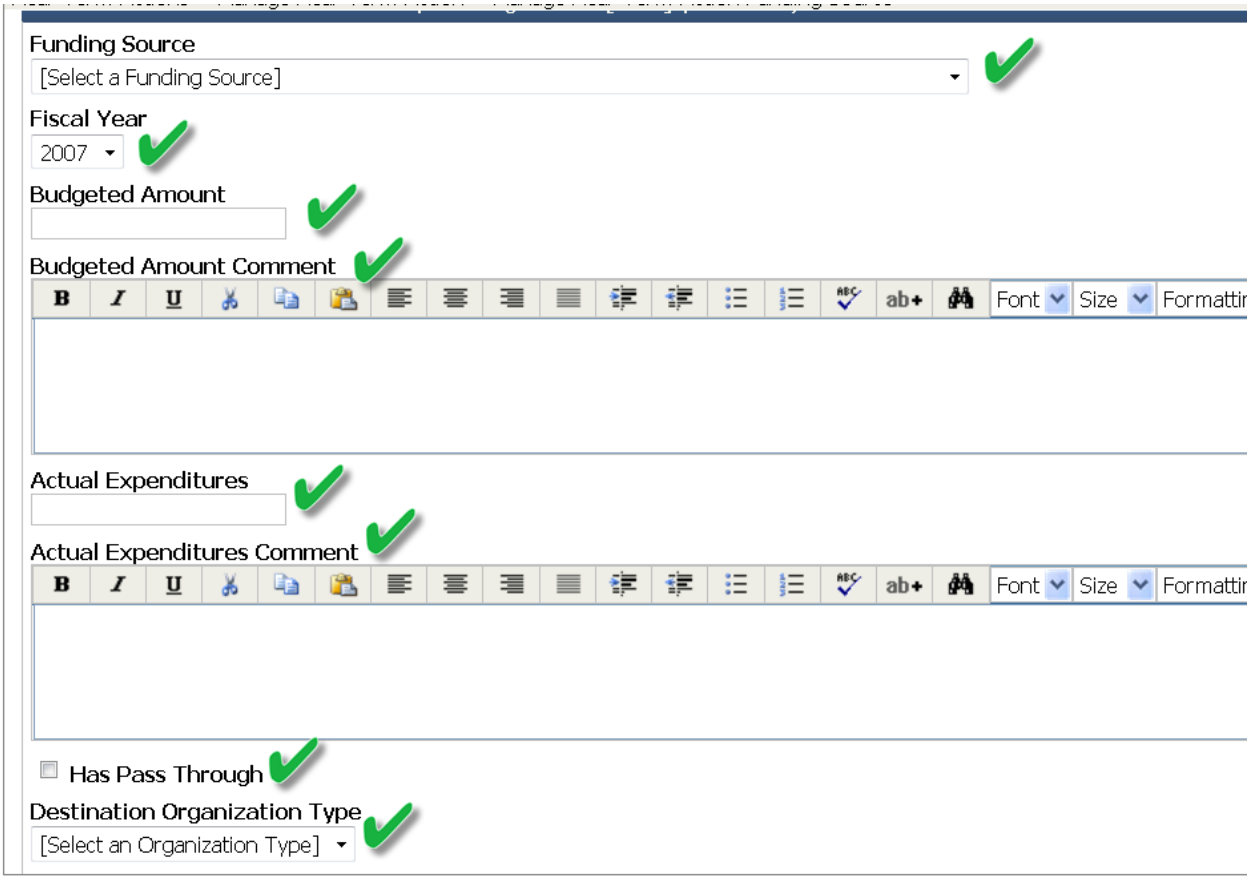
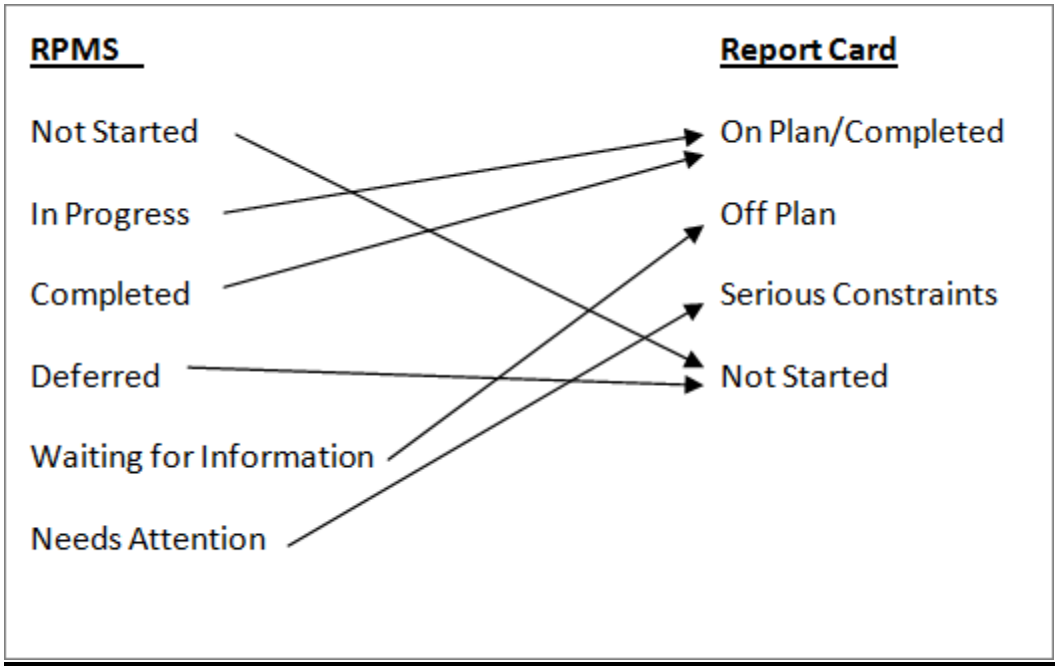
Additional Updates

Click on Associations



Scroll to the bottom.
Enter Total Cost Estimate and Comments
Add/Update Funding sources





Link to PAA "Report Card": http://gismanager.rco.wa.gov/ntaportal