Program Plans

What your program needs to submit by October 29th

Streamlining the planning and reporting process (Changes from the 2009-2013 plan):

1) No need to provide or link program strategies to national strategies
2) Outcomes should be in your plan but are NOT required in PIER
3) No need to provide objectives or report on them
4) No requirement for additional program performance measures

By October 29th, 2012, your program should submit the following in PIER (estimated effort: 1 hour, detailed instructions below):

1) The most recent draft of your program's 2014-2017 strategic plan (PDF or Word)
2) The text from your strategic plan:
    a. Program focus areas (aligned to national focus areas)
        i. Initial estimate of effort for each of your program focus areas for 2014-2017
    b. Program goals (aligned to national goals)
    c. OPTIONAL: Program outcomes
    d. Targets for each focus area specific national performance measure
    e. Targets for each cross-cutting national performance measure
    f. Program performance measures, if any, and targets

Loading a New Strategic plan into PIER

1. Go to the PIER login website
    a. https://PIER.SeaGrant.NOAA.gov
2. If you are a new user, click "New User Registration" and follow the on-screen directions. If you are already registered, enter User Name and Password and click "Log In."
3. Click "Strategic Plans" in the left navigation bar.
4. Click "Create New Strategic plan" button
5. Enter data into "Plan Title / Year" tab.
    a. Strategic Plan Name
    b. Start Year
    c. End Year
    d. Click "Save"
    e. Click "Browse". Select the Word/PDF file of your strategic plan.
    f. Click the "Refresh Grid" button to see the updated information in the grid.
6. Click the "Focus Areas" tab.
    a. Click "Add New Focus Area".
    b. Enter Name, select aligning national focus area (or most applicable national focus area), and enter a percentage of expected effort (total must equal 100%).
    c. Click "Save".
    d. Repeat for each program focus area.

7. Click the “Goals” tab.
    a. Just above the tabs, select the focus area for the goals that you are entering.
    b. Click “Add New Goal”.
    c. Enter Name, and select aligning national goal.
    d. Click “Save”.
    e. Repeat for each program goal.
8. OPTIONAL: Click the “Outcomes” tab.
    a. Just above the tabs, select the focus area for the goals that you are entering.
    b. Click “Add New Outcome”.
    c. Enter Name of the outcome, and select “Learning,” “Action,” or “Consequence.”
        i. Learning (short-term) outcomes lead to increased awareness, knowledge, skills, changes in attitudes, opinions, aspirations or motivations through research or constituent engagement.
        ii. Action (medium-term) outcomes lead to behavior change, social action, adoption of information, changes in practices, improved decision-making or changes in policies.
        iii. Consequence (long-term) outcomes are long-term, and in most cases, require focused efforts over multiple strategic planning cycles. Consequence outcomes in a four-year strategic plan serve as reference points toward reaching focus area goals between the current and future strategic plans.
    d. Click “Save”.
    e. Repeat for each program outcome.
9. Click the “National Performance Measures” tab
    a. For each applicable national performance measure, click edit and enter an estimated four-year target, and click “Save.”
    b. If the performance measure is not applicable, enter a 0.
10. If your program has performance measures other than those in the national plan, click the “Program Performance Measures” tab. Otherwise, skip this section.
    a. Just above the tabs, select the focus area for the goals that you are entering.
    b. If your program has performance measures other than those in the national plan, Click “Add New Performance Measure”.
    c. Enter name and the 4-year target.
    d. Click “Save”.
    e. Repeat for each program performance measure.
    f. Notify your program officer of any program performance measures that should not be summed across all years (e.g., may contain duplicates across years).
11. Click the “Review & Submit” tab to complete a final review before submitting the data. Once submitted, a program officer will be required to make any changes.

If you have any questions, please contact your program officer or Chris Hayes.