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| **Goal Nickname** | **Agency 1** | **Agency 2** | **Performance Period** |
|  |  |  |  |

A logo of the president of the united states

Description automatically generated

AGENCY PRIORITY GOAL

COVER SHEET

Answer 5 questions to define your goal’s topline

# [**TABLE OF CONTENT**S](#ToC)

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| ➀ | [What is the goal and your top objective(s)? **→**](#question1) | Public |
| ➁ | [Who leads the goal? →](#question2) | Public |
| ➂ | [How will you measure progress toward top objectives? **→**](#question3) | Public |
| ➃ | [What topics are related to the goal? **→**](#question4) | Public |
| ➄ | [How did last quarter go? **→**](#question5) | Mixed |

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| --- | --- | --- |
| **ö Instructions**   * **Update your cover sheet alongside your detailed action plan.** It serves as an introduction to your goal and strategy. Think of it like a book jacket. * **Keep inputs concise or they may be truncated when displayed.** You’ll know if you’ve gone over a character limit if the input box has to get bigger to fit your text. * **Carve out the topline.** Identify the most critical information about your goal (your “top” objectives, metrics, and more), so busy potential contributors can quickly understand the core of your strategy. Use your action plan to provide more detail. * **Use this topline to communicate your priorities** **and mobilize action** among everyone who needs to contribute to success. It will be presented publicly on performance.gov alongside your action plan(s). | | |
| **Examples** | [**AI Editing Tool**](https://writingforbusyreaders.com/ai/) | [**View OMB Guidance**](https://www.whitehouse.gov/wp-content/uploads/2018/06/a11.pdf) |

### QUESTION 1 • THE GOAL REQUIRED

|  |  |
| --- | --- |
| What is the goal and your top objective(s)? **━** |  |

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| **View guidance** |

|  |  |
| --- | --- |
| **Goal Title\*** |  |

|  |  |
| --- | --- |
| **Subtitle** |  |

|  |  |
| --- | --- |
| **Description\*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title\*** Start with a verb | **Subtitle** Optional | **Footnote** Optional |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective 1\*** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective 2** |  |  |  |

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| **Objective 3** |  |  |  |

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| **Objective 4** |  |  |  |

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| --- | --- | --- | --- |
| **Objective 5** |  |  |  |

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| --- |
| * **Your top objectives are the most important measurable achievements (up to 5)** that define what it means to reach your goal. If the goal is the destination, then the objectives are the specific, marked paths that lead you there. They act as signposts, instructing potential contributors on where to focus and how to understand progress. |

\* Required Fields

### QUESTION 2 • LEADERS REQUIRED

|  |  |
| --- | --- |
| Who leads the goal? **━** | **View guidance** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Honorific**  Optional | **First Name**  Required | **Last Name**  Required | **Middle Initial**  Optional | **Title**  Required | **Division**  Required | **Subdivision**  Optional | **Deputy?**  Required | **Email**  Optional |
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### QUESTION 3 • METRICS REQUIRED

|  |  |
| --- | --- |
| How will you measure progress toward top objectives, *using metrics?)* **━** | **View guidance** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Obj. #**  Required | **Metric Title** (Units in Parentheses)  Required | **Start Value**  Required (#) | **Target Value**  Required (#) | **Direction**  Required | **Current Value**  (#) | **As of**  Date | **Frequency**  Required | **Subtitle**  Optional |
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### QUESTION 3 • PROJECTS OPTIONAL

|  |  |
| --- | --- |
| How will you measure progress toward top objectives, *using projects?* | **View guidance** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title** | **Subtitle** Optional | **Objective #** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 1** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Milestone** | **Status** | **Footnote** Optional |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title** | **Subtitle** Optional |  | **Objective #** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 2** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Milestone** | **Status** | **Footnote** Optional |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title** | **Subtitle** Optional | **Objective #** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 3** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Milestone** | **Status** | **Footnote** Optional |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

### QUESTION 4 • TOPICS REQUIRED

|  |  |
| --- | --- |
| What topics are related to this group? **━** |  |
| **View guidance** | |

**Public-Interest Topics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | National defense |  | Immigration |  | Agriculture |
|  | Veterans |  | Environment |  | Administration of justice |
|  | Cybersecurity |  | Infrastructure |  | Native American & tribal communities |
|  | Economy |  | Transportation |  | Community & regional development |
|  | Commerce & trade |  | Health |  |  |
|  | Workers |  | Public safety |  |  |
|  | Education |  | International affairs |  |  |
|  | Housing |  | Science & technology |  |  |
|  | Social services |  | Space |  |  |
|  | Income security |  | Artificial intelligence |  |  |

**Specific Programs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Medicaid |  | Medicare |  | Social security |

**Operational Topics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Contracting |  | Data management |  | Grants |
|  | Customer experience |  | Federal personnel |  | Regulatory compliance |

**Add Your Own Topics**

Separate topics with a comma (for example: topic a, topic b, topic c)

|  |
| --- |
|  |

### QUESTION 5 • LAST QTR REQUIRED

|  |  |
| --- | --- |
| How did last quarter go? **━** | **View guidance** |

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| --- |
| **PUBLIC: The following will be made public** |

|  |  |  |
| --- | --- | --- |
| **FISCAL QTR** |  |  |

|  |  |
| --- | --- |
| **Bottom Line Upfront** |  |

|  |  |
| --- | --- |
| **Summary** |  |

|  |
| --- |
| **NON-PUBLIC: Your next response will not be made public and is only for internal audiences** |

**“We think progress toward the goal is \_\_\_\_\_\_\_\_\_\_”**

Finish the sentence: check the one option that best represents what you would say to a colleague, based on your professional judgment and the information in your action plan.

|  |  |
| --- | --- |
|  | **Ahead**  Progress toward this goal is ahead of where you expected it to be |
|  | **On Track**  Progress toward this goal is right about where you expected it to be. |
|  | **Delayed**  Progress toward this goal is ahead of where you expected it to be |
|  | **Blocked**  Progress toward this goal is “delayed”—it is behind where you expected it to be but you do not consider it “blocked.” |
|  | | | | **NOTES ON GOAL STATUS**  Optional |