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| **Goal Nickname** | **Agency 1** | **Agency 2** | **Performance Period** |
| Click to enter text. | Choose an item. | Choose an item. | Choose an item. |

A logo of the president of the united states

Description automatically generated

AGENCY PRIORITY GOAL

COVER SHEET

Define goal

[**TABLE OF CONTENTS**](#ToC)

|  |  |  |
| --- | --- | --- |
|  |  | **Displayed where** |
| [➀](#S2) | What is the goal and your top objective(s)? **→** | Public webpage |
| ➁ | What topics are addressed? **→** | Public webpage |
| [➂](#S3) | Who leads the goal? **→** | Public webpage |
| ➃ | How will you measure progress toward top objectives? **→** | Public webpage |

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| **ö Instructions**   * **Complete this form or “cover sheet” alongside your action plan.** Your cover sheet acts as the book jacket to the story you’re writing in your detailed action plan. * **If an input field has to get bigger to fit your text, you’ve gone over the character limit and your content may be truncated when displayed.** Research supports the use of concise language to communicate strategy and align diverse, busy stakeholders. * **We’re asking for the topline**—what potential contributors inside and outside government should prioritize and recall about your goal. Don’t worry: anything else you need to say about your strategy can be addressed in your action plan, which is a free-form document published as a PDF report. * **This information will be used to help the Federal government command attention on our top priorities** **and mobilize action** among everyone who needs to contribute. It will be available publicly on performance.gov and in the U.S. Performance Dataset. | | |
| **Examples** | **AI Editing Tool** | **View OMB Guidance** |

**QUESTION 1 • REQUIRED**

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

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| --- |
| * **Goals are general statements of what you hope to achieve.** * Think of your action plan as embarking on a journey to a specific destination: your goal. It’s where you want your organization—or America—to be in the future. It's ambitious, motivating, and sets the direction for everyone who needs to contribute. |

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| **Goal Title\*** | Click to enter text. |

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| **Subtitle** | Click to enter text. |

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| --- | --- |
| **Description\*** | Click to enter text. |

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

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| --- | --- | --- | --- |
| **Objective 1\*** | Click to enter text. | Click to enter text. | Click to enter text. |

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| **Objective 2** | Click to enter text. | Click to enter text. | Click to enter text. |

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| **Objective 3** | Click to enter text. | Click to enter text. | Click to enter text. |

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| **Objective 4** | Click to enter text. | Click to enter text. | Click to enter text. |

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| **Objective 5** | Click to enter text. | Click to enter text. | Click to enter text. |

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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 people on where to focus and what to watch for to determine the state of progress. |

\* Required Fields

**QUESTION 2 • REQUIRED**

|  |  |
| --- | --- |
| What topics are addressed?  **━** |  |
| **Check off the major topics related to your goal**, so people interested in the same issues (potential contributors) can find it.  **VIEW TOPIC DEFINITIONS** | |

**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)

|  |
| --- |
| Click to enter text. |

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| **QUESTION 3 • REQUIRED**  Who leads the goal?  **━** | * **Name up to 10 people serving as goal leaders and deputy goal leaders.** * **It’s optional to associate goal leaders with an email**, which will not be made public. |

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| **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 4 • PART I • REQUIRED**  How will you measure progress toward top objectives,  *using metrics?*)  **━** | * **Define your most important related metrics (up to 10)** and link them to top objectives. * **Metrics are quantifiable indicators** used to track outcomes, inputs, outputs, and quality against defined targets. They’re precise, like using GPS to track your location. You see where you started, where you are now, and where you're headed, watching your progress in numbers, like monitoring minutes left “until you arrive.” * **Link a metric to the most appropriate objective** by choosing the Objective # from the dropdown. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Obj. #**  Required | **Metric Title**  Required | **Start Value**  Required (Numeric) | **Target Value**  Required (Numeric) | **Direction**  Required | **Updated How Often**  Required | **Subtitle**  Optional |
| Choose an item. | Click to enter text. | Click to enter text. | Click to enter text. | Choose an item. | Choose an item. | Click to enter text. |
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| **QUESTION 2 • PART II • OPTIONAL**  How will you measure progress toward top objectives,  *using projects*?  **━** | **FILL OUT IF YOU WOULD LIKE PROJECTS TO BE DISPLAYED ON WEBPAGE** |
| * **Define your most important related projects (up to 5)** and link them to top objectives. * **Projects are sets of key milestones (up to 5)** representing critical tasks that contribute to an objective. Progress is measured by the percentage of milestones completed. This approach suits scenarios where the journey involves multiple steps or stages and each completed milestone brings you closer to your destination. To introduce a project, you must define at least 1 milestone for it. * **Link a project to the most appropriate objective** by choosing the Objective # from the dropdown. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Obj. #**  Required | **Project Title**  Required | **Subtitle**  Optional | **Milestone 1**  Required | **Milestone 2**  Optional | **Milestone 3**  Optional | **Milestone 4**  Optional | **Milestone 5**  Optional |
| Choose an item. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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