Attachment 6
Balanced Scorecard Checklist

CATEGORY	YES	NO	PRIORITY	DESCRIPTION
Scorecard & Perspectives			High	The Scorecard uses the four Balanced Scorecard Perspectives (i.e. Customer, Financial, Internal, and Learning & Growth)
			High	Every Perspective has Objectives supported by Measures and/or Initiatives
			Medium	Scorecard Owner is the individual ultimately responsible for performance
			Medium	A total of 10-12 Objectives and no more than 30 measures populate the Scorecard
			Low	Appropriate Parent-Child linkages to other Scorecards exist
Objectives			High	At least one Financial Objective addresses "Meet Budget Targets" with appropriate Measures
			High	Objectives are correctly linked to Strategic Plan Goals or Objectives (work with OMB/MPPA division)
			High	Objectives are supported by appropriately linked Measures and/or Initiatives
			Medium	Objectives preferably have only 1 Owner, but no more than 3
			Medium	Objective titles address the department's specific responsibility supporting the broader Strategic Plan Goal and/or Priority Outcome
			Medium	Objectives are linked to the appropriate Perspective (i.e. Customer, Financial, Internal, Learning & Growth)
			Low	Objective descriptions are clear, informative, and well developed

Measures			High	Measures are linked to the appropriate Objective
			High	Measure goals/targets are consistent with budgeted service levels and adjusted for seasonality
			High	Actual Data is loaded and up-to-date
			Medium	Benchmark goals/targets and stretch goals are used where appropriate
			Medium	Measures with consistent underperformance are addressed by an improvement Initiative
			Medium	Good direction and year-to-date summarization are correct
			Medium	Measure titles are simple and clear
			Medium	Measure descriptions are well developed, explaining what is being measured, how it is calculated, and source of the data.
			Low	Measures have no more than one Owner accountable for the measure's performance
Initiatives			High	Priority Initiatives listed in your Business Plan and other important projects are linked to appropriate objectives and measures on your scorecard
			High	Initiative Status Reports are up-to-date
			Medium	Appropriate Tasks are created, assigned to Participants, and updated