

Performance Evaluation Scorecards

Introduction

The Aggie Green Fund Advisory Committee requires project teams to submit an initial performance scorecard upon issuance of funds, and provide updated scorecard and reports at natural periods of review (upon completion, semester, annual, etc). Scorecards will be used to inform the Aggie Green Fund Advisory Committee and the university about the performance of your project.

Accompanying each scorecard will be a short (a few pages) report, containing explanations and justifications for each objective, measure, and performance range; explanations of why certain goals were or were not met; high resolution photographs documenting progress; and any explanatory charts and/or graphs. These documents will be made available for the general public and will be posted on the Aggie Green Fund website.

Explanation

The scorecard has several key parts: factors, objectives, measures, and performance ranges. The factors are the broad subject under which the other areas fall. The objectives provide a description of the goal of the project under each factor. The measure section provides a specific description of how you will measure the success or failure of individual parts of each measure.

The performance ranges provide a range of numeric, quantifiable goals for each measure to attain. It is broken down into benchmark ranges of green, yellow, and red. Green is the optimum goal you wish to reach, yellow is acceptable, and red needs improvement. The initial scorecard will provide goals for each range and the updated status report scorecards will contain dashboards illustrating the attainment of each goal (each displayed below). The accompanying report should provide an explanation for the performance of the project for each measure. Page three has an example dashboard showing the example project reaching green for Measure 1a.

Each area on the scorecard is customizable to your project. If your project does not have a large publicity and outreach segment, you can reduce the number of objectives and measures, or choose a different factor to focus on entirely. You may have several measures for environmental impact. That is OK. Simply split the cell in Microsoft Word and make room for more measures.

The Green Fund does request that all scorecards be kept to one page in length to ensure they are easily understood.

Example Scorecard

Factor	Objective	Measure	Performance Ranges
Environmental Impact	1. Provide energy generation from renewable resources and reduce dependence on traditional fossil fuels.	1a. Kwh reduced from non-renewable sources.	1a. 90 Kwh – 100 Kwh
		1b. Pounds of carbon averted from emission over six months.	1b. G: 4,000-5,000 lb
	2. Reduce heat island effect.	2. Amount of heat reduced.	2.
Student Involvement	3. Educates students, creates opportunities for practical learning, and provides access to cutting edge renewable technologies.	3a. Number of students involved in installing solar panels.	3a. 10 – 30
		3b. Number of students monitoring and maintaining the solar panels over six months.	3b. 10 – 30
Publicity & Outreach	4. Improve the image of Texas A&M University as an environmentally friendly institution.	4a. Number of times the new solar panels are mentioned in mass media and publications	4a. 1 – 3
	5. Alternative objective 5.	5a. Measure for objective 5	5a. 0 : >1
		5b. Measure for objective 5	5b. 0-4
Cost Effectiveness	6. Provide environmental and educational benefits as economically as possible.	6a. Pounds of carbon averted over six months per dollars spent.	6a. 1-3lb / \$
		6b. University funds saved on electricity over six month period.	6b. \$2,500 - \$10,000

Project Reporting Requirements

Projects that receive funding from the Aggie Green Fund shall submit, at minimum, one report to the Committee at the end of each regular semester and 30 days after conclusion of the project. The Committee shall determine additional reporting requirements at time of funding.

Reports shall contain a summary of progress, budget detailing spending of all funds, and checklist of completed and remaining project objectives.

The Committee shall examine the reports to determine if funds were spent within the scope of the project as approved. If the Committee determines funds were not used according to the approved proposal, the Committee may require return of the funds.

Projects that the Committee determines to have demonstrated an ongoing benefit to the University shall submit an annual Ongoing Benefits Report to the Committee beginning one (1) year from the date of the project's completion.