Strategic Performance Evaluation Measurement Plan (PEMP)Scorecard in QuickScore Training Tool
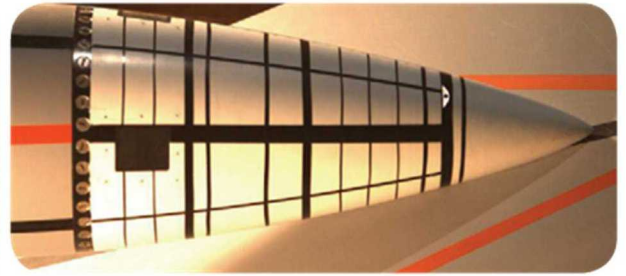
User Guide

Contractor Assurance
Center 9200

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NATIONAL TECHNOLOGY & ENGINEERING SOLUTIONS OF SANDIA, LLC

Sandia National Laboratories

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Introduction to PEMP Scorecard in QuickScore

The Strategic Performance Evaluation Measurement Plan (PEMP) Scorecard, now housed in QuickScore, is an assurance and governance data scorecard which shows the health of the labs against the current fiscal year PEMP objectives. POC's for PEMP objective owners are requested to provide status of their PEMP objective, capture the top 6 cumulative accomplishments, top 6 issues, which include IFR issues and provide mitigation and or improvement action plans. Updated scorecards are used in OMR and BOM GS&S committee.

Who Can Enter PEMP Scorecard Data in the Training Site

The individuals who have access to the PEMP Scorecard tool are managed through a meta-group, if you are not able to access the tool, please contact the Org 9211 PEMP Scorecard QuisckScore team to add you to the meta group.

*Note: Currently in the training site each training site is only linked to the first objective listed:

Getting to the PEMP Scorecard Data in the Training Site

To access the QuickScore training site, please follow the link: http://as507snlnt.srn.sandia.gov.

Once you get to the logon screen make sure the dropdown says "SNL Eval" and enter you designated username and password.
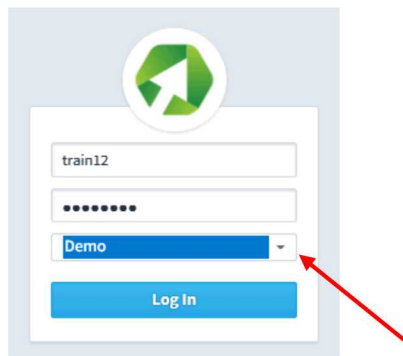

Figure 1. QuickScore Home screen indicating to use drop down menu to select "SNL Eval"

Getting to know your Dashboard

Once you are logged in you will have a home screen which will show alerts and your responsibilities. This is based on your current settings as a user.

Getting to the PEMP Scorecard

From the Welcome screen, scroll over to the left and you will see a link called Dashboard, click on this link. See Figure 2.
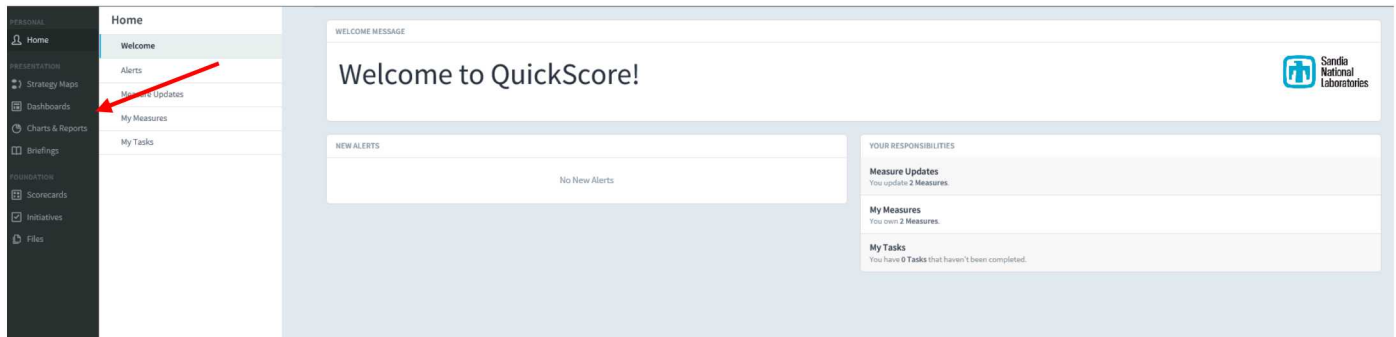

Figure 2. QuickScore Home screen indicating path to PEMP Scorecard

Getting to Know the Scorecard

1. When in the PEMP scorecard, the screen will enter on the current month, to change the month use the icon on the far-right top corner, *see figure 3*
2. The scorecard status is based off four colors
   a. If a color for the month has been entered the objective will show the designated color
   b. If a color has not been entered the objective box will be gray
3. To look at the quad for an individual objective click on the objective box.
4. Note: If you click into in an objective that you do not have access to, you will get a screen indicating *"You do not have permission to view information associated with the organization you selected. Contact your administrator." See figure4*
   a. If you need access, please contact the 9211 QuickScore team.
   b. To get back to the scorecard, click on the link on the left tab indicating Dashboard.
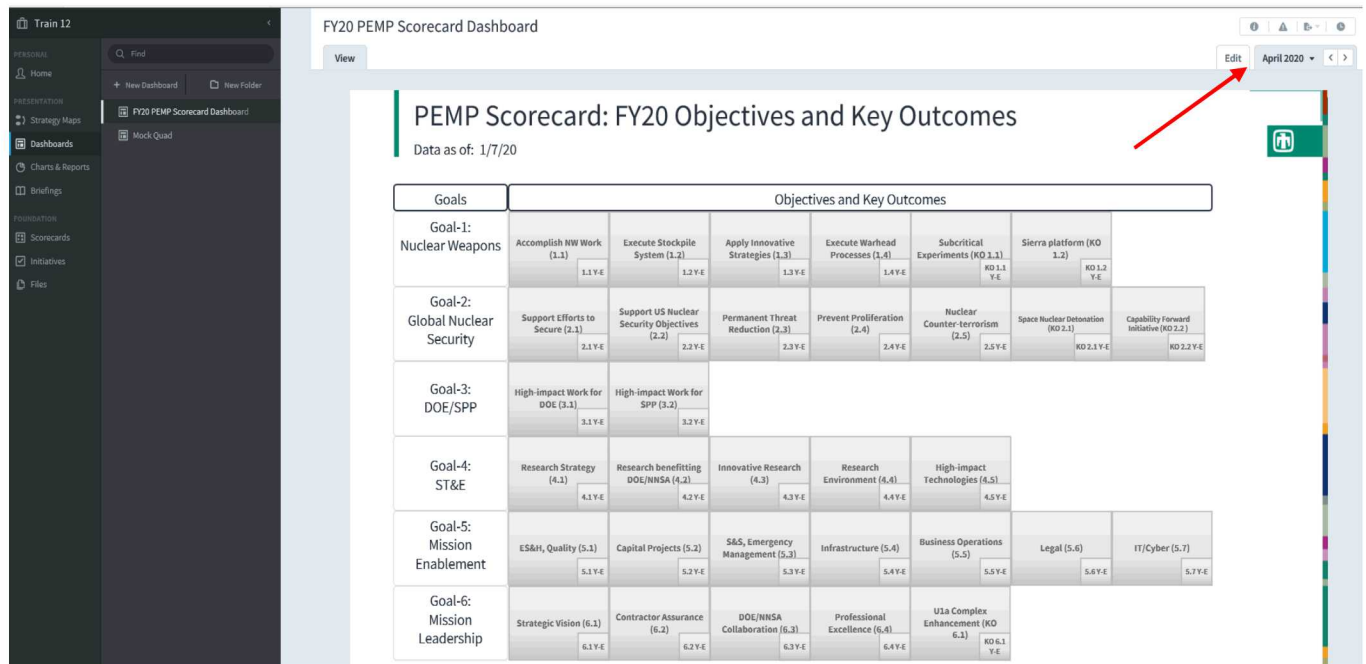   i. This will take you back to the PEMP Scorecard screen.

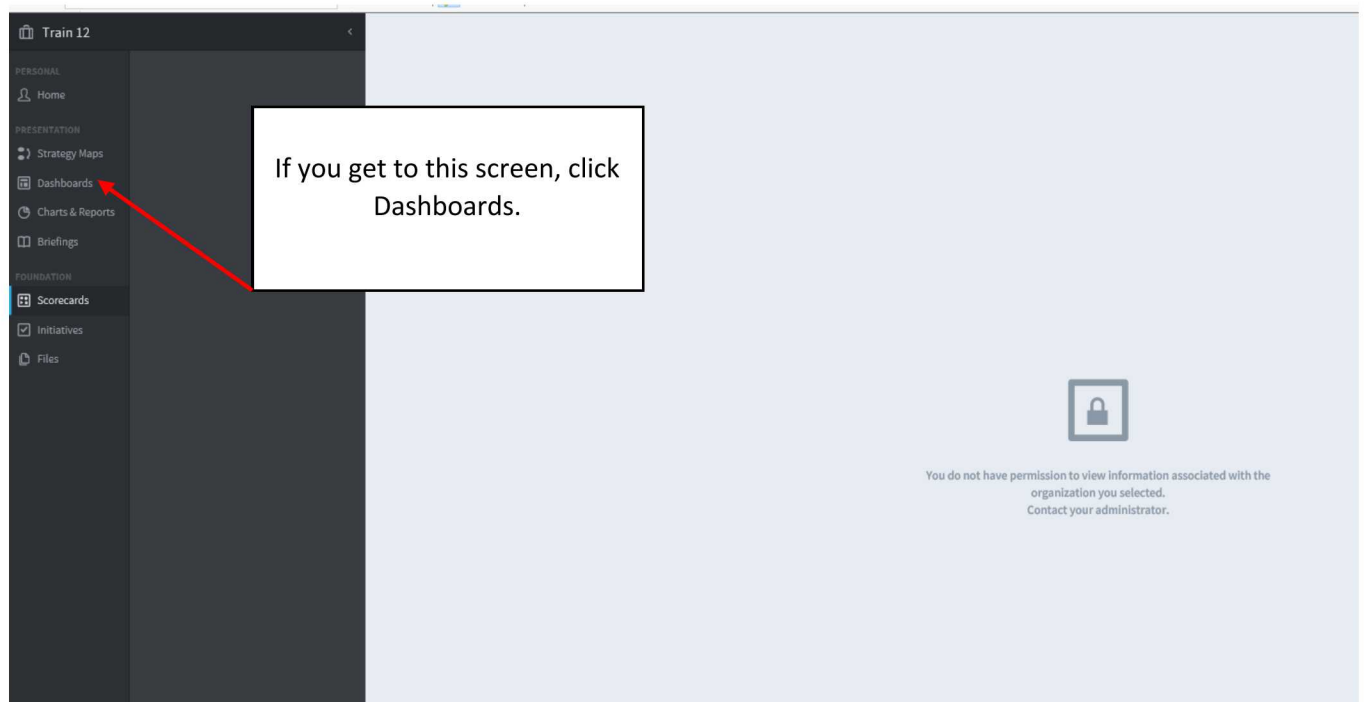Figure 3. Indication of how to change the month view and visual of PEMP scorecard

Figure 4. QuickScore screen for no access and how to get back to the PEMP scorecard

Entering Data in the PEMP scorecard

Two types of data are entered for the PEMP scorecard

1. Color Status for current month and for projected year end.
2. Text data on the cumulative top 6 accomplishments, top 6 issues and improvement actions

Entering color status from the home screen

To enter the color status for both current month and year end, it can be done two ways.

1. From the home screen, click on "Measure Updates" see Figure 5
    a. The screen will show the objectives assigned to the user account,

Updating the color for the scorecard

2. The first line is for the current month
3. The second line is for projected year end
4. For both lines enter the number associated with colors based on the color key below:

Number in QuickScore	Color on Scorecard	Color Key
1	Red	Not on track to MEET by end of FY20
2	Yellow	Significant issue(s) being addressed but will MEET by end of FY20
3	Green	On track to MEET
4	Dark Green	On track to EXCEED

5. Once you have entered the numbers select the box at the bottom of the page "update measures" this will save your work. *see figure 5.*
6. To get back to the scorecard, click on the link on the left tab indicating Dashboard.
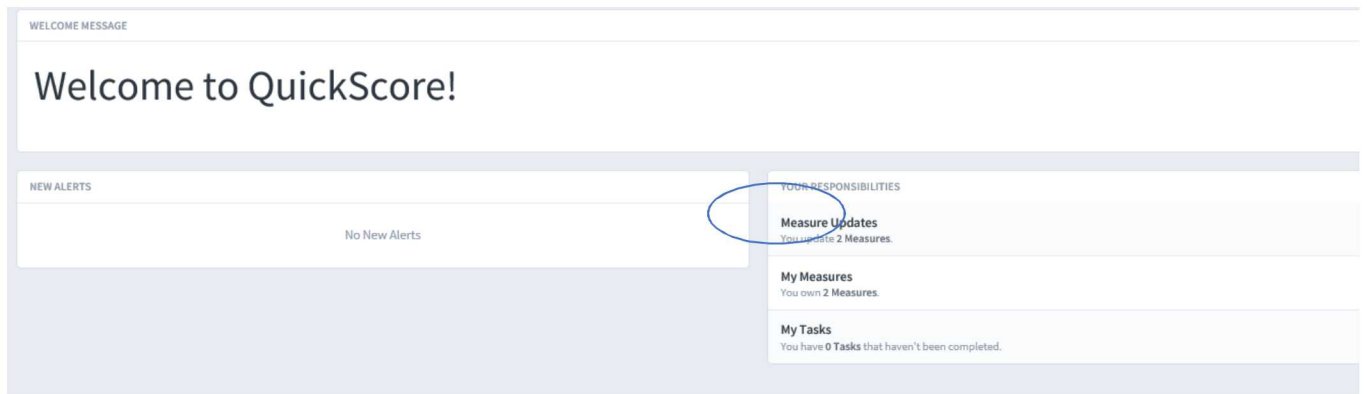   i. This will take you back to the PEMP Scorecard screen.

Figure 5. QuickScore home screen highlighting link to update PEMP scorecard colors
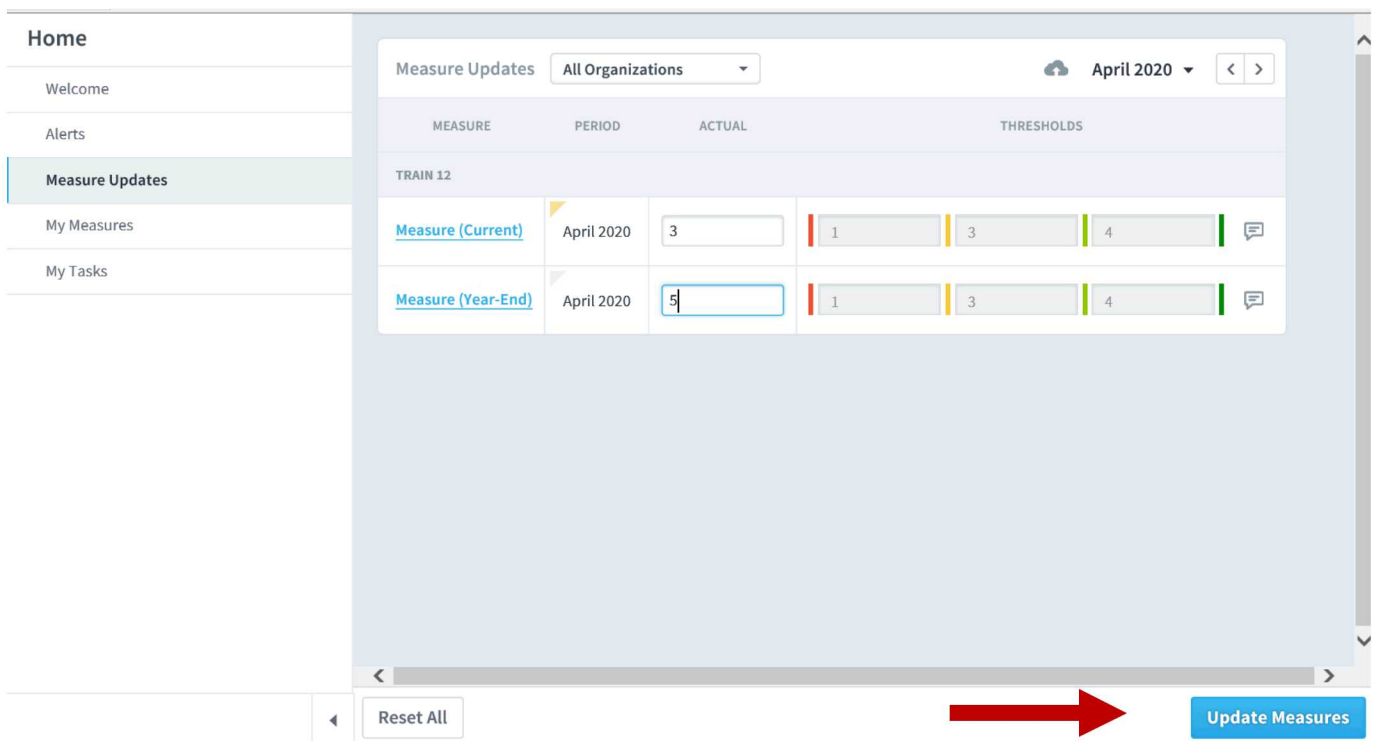

Figure 6. QuickScore Measure update screen showing how to update colors after a number has been entered.

Entering color status from the Quad screen

1. From the Scorecard, click in the objective you would like to update which will take you to PEMP scorecard quad, click on the box which says "current" or "EOY." see *Figure 6.*
2. On the bottom left side of the screen click, "update" this bring up a pop-up window.
3. Enter the number associated with colors based on the color key below:

Number in QuickScore	Color on Scorecard	Color Key
1	Red	Not on track to MEET by end of FY20
2	Yellow	Significant issue(s) being addressed but will MEET by end of FY20
3	Green	On track to MEET
4	Dark Green	On track to EXCEED

4. Once you have entered the numbers select the box click in the "save" button. *See figure 9*
5. To enter the year end color status, select the link which indicates, "Measure Year end" on the title box on the left side of the screen. See figure 10.
6. Repeat the same steps 2-4.

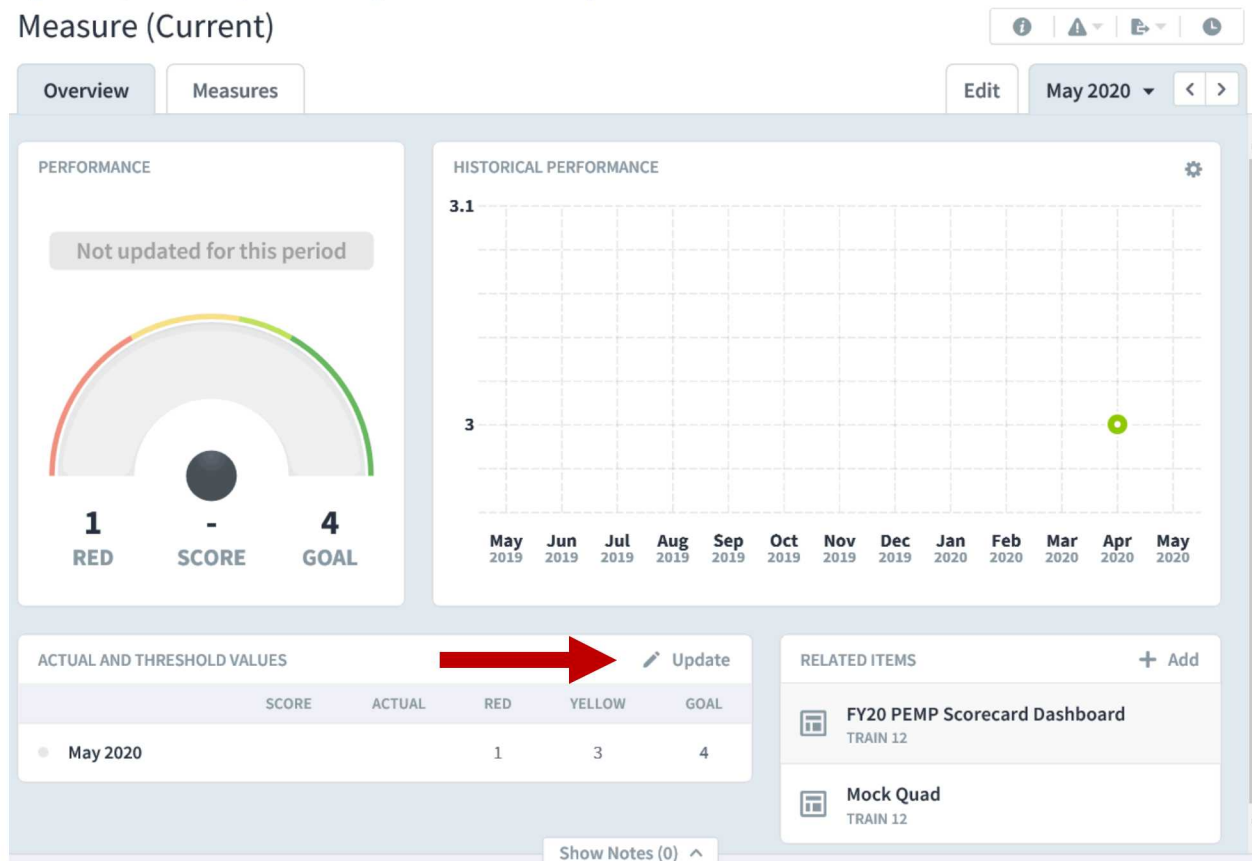*Figure 7. QuickScore quad showing where to click to update the color status.*

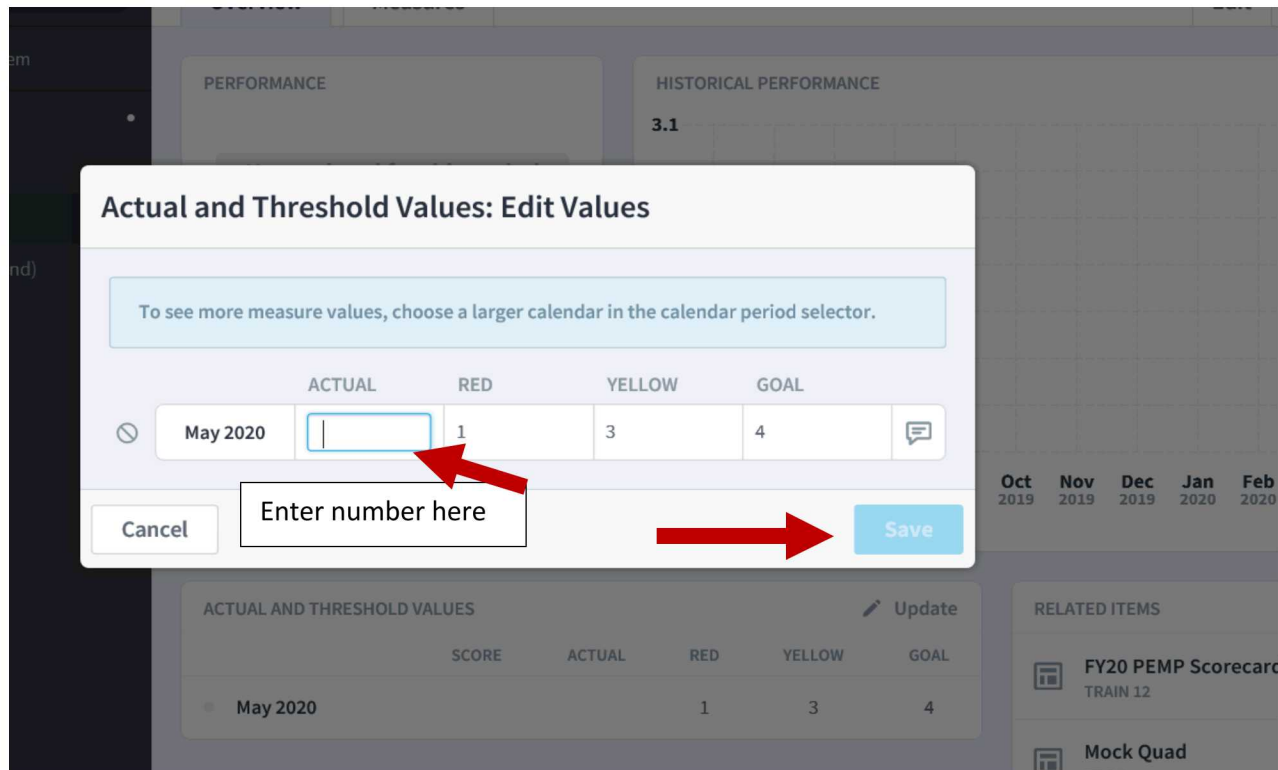*Figure 8. QuickScore measure trending page showing where to click to update the color status.*

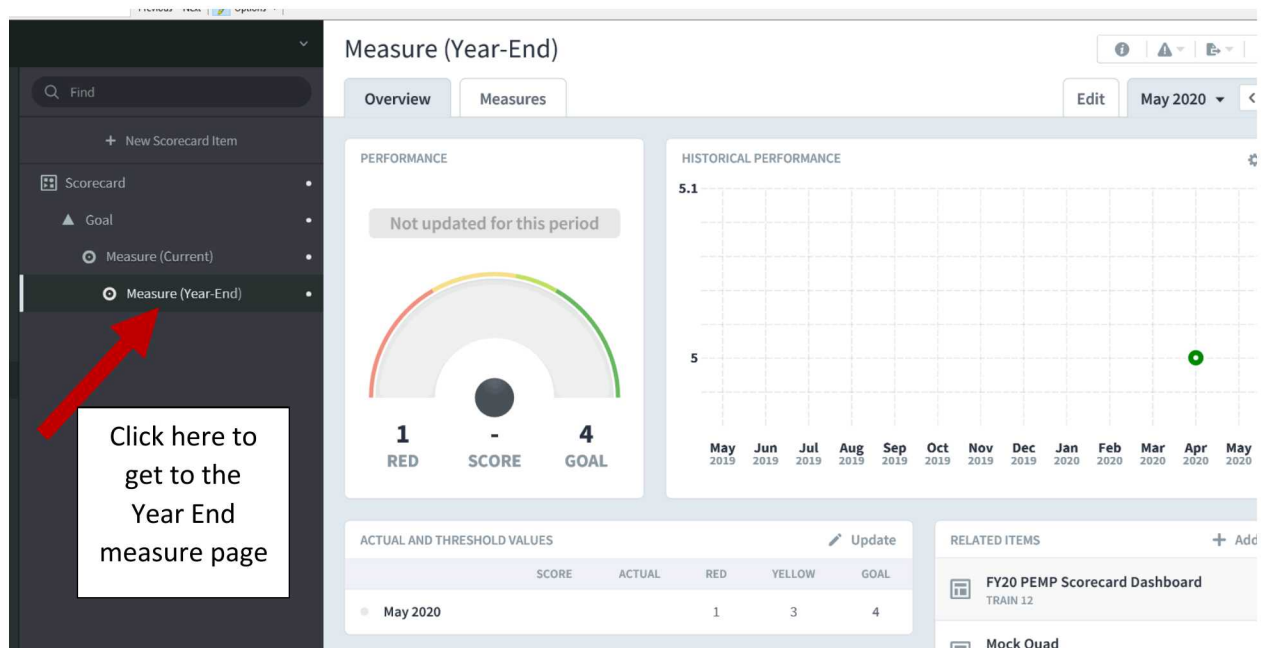*Figure 9. QuickScore measure trending page showing where to input number and save.*

Figure 10. QuickScore measure trending page showing where to click to update year end color status.

Entering text in the PEMP Quad screen
NOTE: In the training module, users cannot enter text

To look at the quad for an individual objective

1. Click on the objective box
2. The next screen will be the PEMP Quad associated with the objective
3. Enter in text in desired sections. *See Figure 11*
4. Press save

Figure 11. QuickScore PEMP Objective quad showing where to click to update text.

Please contact any member of the Dept. 9211 PEMP Scorecard team if you have questions or comments.

Thank you.

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