

Enhancing Our Program Information Profiles (Profiles): A Tool, Your tool A Checklist for Quality Template

Overview

As per the Treasury Board *Policy on Results* and *Directive on Results* and Departmental guidelines, a Performance Information Profile (Profile) is a results-based management tool created for each program from the Program Inventory. The Profile is used to support an integrated view of each program, facilitate the development of Department-wide performance measures, plan for and guide the generation of performance information, and act as a repository for other key information about a program and its measurement requirements.

Purpose of the Quality Checklist

The purpose of the Profile Quality Checklist, based on one model¹ and on a definition of satisfactory which is determined by each program is to:

- Develop and enable standards for the quality of program planning and implementation;
- Guide program managers and stakeholders in enhancing the quality of their respective Profiles to align them with recognized industry standards (e.g. in performance measurement) in order that they facilitate improved analysis and decision-making for ESDC;
- Assist in validating that the current Profile incorporates basic characteristics of quality²; and
- Contribute to the development of a risk and mitigation strategy for improving Profiles quality in collaboration with program officials/authorities.

Checklist Items	Response / Comments
OVERALL – PHASE 1	
Is the current Profile written in plain language?	
Does the Profile align with the 10 required elements as per Treasury Board and Departmental Policy and Directives required for Phase 1 on Profile compliance summarized in the points below?*	
Does the program have a completed logic model or a theory of change and a narrative description of the program?	
Does the program include outputs?	
Does the program include outcomes?	
Is the metadata for the Program Inventory included?	
Does the program have a basic level of valid and reliable indicators including relevant corresponding information?	
Does the program have mandatory program outcomes and indicators as prescribed by the Treasury Board Secretariat in accord with the Directive on Results?	
Does the program have a summary of proposed evaluation needs, developed in collaboration with the Head of Evaluation?	
Does the program have a list of relevant approved evaluation and external studies?	

¹ Based upon Organization for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC) principles: Relevance, Effectiveness, Efficiency, Impact & Sustainability and cross cutting themes

² The original checklist which described the 10 elements of Profiles, corresponding to Phase I, referred solely to completeness and alignment while the above Phase II checklist emphasizes “quality”

Does the program have a list of relevant major projects, transfer payment programs, services and horizontal initiatives?	
Does the program include government wide policy considerations such as gender based analysis, official languages, environment, etc.?	
OVERALL – PHASE 2	
In addition to results and indicators, does the Profile describe its strategy and/or operations?	
Does the Profile include relevant and meaningful stakeholder collaboration?	
Does the Profile adequately describe the long-term benefits?	
Does the Profile outline positive and negative, primary and secondary long term effects?	
How easily can the Profile be evaluated for relevance, efficiency, effectiveness, impact/contribution and sustainability?	
INDICATORS	
Do current Profile indicators reliably measure what is intended and is their use truly beneficial? Are they developed to be S.M.A.R.T.?	
S – Specific	
M – Measurable	
A – Achievable	
R – Relevant	
T – Time-bound	
More qualitative indicators may be needed particularly at the outcome levels particularly for collaborative and horizontal work in clusters. They could be guided by the S.P.I.C.E.D approach below:	
S - Subjective - Program officials, beneficiaries and other stakeholders may have a special position or experience that provides unique insights and extra value	
P - Participatory - Indicators developed with those best placed to access them-beneficiaries, program officials & other stakeholders	
I - Interpreted – Indicators developed by the program may require an explanation	
C - Compared – Cross-checking is necessary with a variety of program officials, beneficiaries and/or other stakeholders	
E – Empowering - Program officials, beneficiaries and other stakeholders should see their needs critically reflected	

D – Diversity - Cross-cutting themes: Gender, official languages, governance/human rights	
Does the Profile contain enough information to judge the quality of the indicators?	
Are the Profile indicators aligned with program activities and objectives?	
Does the Profile include an indicator table showing targets, and thresholds and, if applicable, linked baseline estimates?	
Is the number of indicators sufficient to reflect program results and still be manageable?	
Do the indicators reflect the practical needs of stakeholders and/or end-users?	
Are anticipated implementation costs for indicators included?	
EVALUATION READINESS	
Have opportunities for evaluation been identified, developed, and linked to performance measurement?	
Are the appropriate tools and/or supports available to measure the quality of the indicators?	