

INSTRUCTIONS

This is a quantitative reporting form for your project's performance measures. Use this form for numerical targets to show how your project's success will be measured. The Texas State Library and Archives Commission uses these statistics to report to the Texas Legislature and the federal Institute of Museum and Library Services on library activities sponsored by the Texas State Library.

After listing your institution and the project title, you need only complete the first two columns labeled "Project Services" and "Target." In the first column, list each measurable outcome for your project. A few typical performance measures are included in column one. Use these measures if they are appropriate, or insert more appropriate measures in the spaces provided. Think in terms of deliverables that will result from the project, such as databases created, customers served, publicity pieces developed, and so forth.

In the second column, labeled "Target," list the number you hope to achieve for each measurable outcome during the project period. If the measures included here are inappropriate for your project, put "N/A" in the second column next to those measures, and add other measures for your project in the spaces provided.

Please complete only the first two columns; leave the gray-shaded portions blank. If your grant is funded, we'll ask you to complete the gray-shaded columns later on, as you implement your project.