

2005 PART Training

The Office of Management and Budget will provide training on the Program Assessment Rating Tool (PART) again this year. The training is intended to be a general orientation to the PART and the PART evaluation process. It will provide an overview of the tool and will focus on changes that have been made to last year's PART guidance.

Participants: Although all agency staff working on PART evaluations are invited to attend, agencies should prioritize sending individuals who:

- have primary responsibility for completing a PART this year
- will train others within their agency (“train the trainer”)
- have never worked on a PART

Due to security and logistic concerns, attendance is limited to Federal government agency pass holders. You must present a Federal government ID to attend.

Schedule: Four training sessions will be held:

- Session 1 – March 18, 9:30 am to 12:00 pm
- Session 2 – March 18, 2:00 pm to 4:30 pm
- Session 3 – March 21, 9:30 am to 12:00 pm
- Session 4 – March 21, 2:00 pm to 4:30 pm

The Auditorium will open at 9:00 AM for the morning sessions and at 1:30 PM for the afternoon sessions. Sessions will begin promptly. Please arrive 15 minutes before the start of the session.

Location: US Department of Commerce
Herbert C. Hoover Building Auditorium
14th and Constitution Avenues, NW Washington, DC
(enter at Main Entrance on 14th Street)

Materials: The following training materials will be available on the OMB website:

PART Guidance -- Due to the length of the PART guidance, attendees should print the document from OMB's website and bring it with them. Copies of the guidance will not be available at training.

Training slides – Copies of the slides will be available on the OMB website and will be provided at the training.

Registration: Attendees must register in advance. Please email your name, agency name, and the session you would like to attend to Melissa Caplan (melissa.caplan@gsa.gov) and Nora Rice (nora.rice@gsa.gov) at least 48 hours in advance of the session you intend to attend. Please indicate in your email if you need special accommodations. Please coordinate within your agency to minimize the number of separate registration responses.