

PARTWeb FAQ

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PARTWeb FAQ is an evolving information bulletin that will change as more questions are raised by agencies and examiners. Please send any questions you may have on PARTWeb to your examiner so that we may share Q&As.

If you have any general PART questions, please refer to the guidance documents that can be found at www.omb.gov/part.

1. What is PARTWeb?

PARTWeb is a web-based data collection application for agencies and OMB to complete and collaborate on PARTs.

Major components of the system will include:

- Agency direct access for entering PART data using a web-based application.
- Features that facilitate internal agency as well as agency/OMB collaboration to complete PART assessments.
- Secure user and agency based ID system that will allow for secure collaboration within agencies and within OMB at various stages of "who has the pen" when completing a PART.
- Mechanisms for agency and OMB staff to track PART recommendations.
- Standard XML format for data exchange with other agency management and budget systems.
- Pilot dissemination of program assessment data to the public with interactive, user-friendly capabilities.
- Access for all PARTWeb users to view and search all prior completed PART assessments (currently 607) to encourage collaboration and learning from prior assessments conducted in 2002, 2003 and 2004.

2. How do I gain access to new system?

PART application administration will be performed by delegating authority to one or more agency administrators or coordinators. Only OMB should be assigning Agency Administrators. To gain access to PARTWeb, new users and Agency Administrators need to go to the MAX homepage at <https://max.omb.gov/maxportal/register.jsp> and fill out the electronic registration form. After pressing submit, the new user will receive a confirmation email that will contain a URL in it. The URL will take the new user to a PDF of their registration that they will need to print, sign and fax along with a photocopy of the user applicant's Federal photo identification badge to OMB (Agency Administrators) at (202) 395-5080 or to their respective Agency Administrator (Agency User). After the new user has faxed the request form and it has been approved by OMB, they will receive an email containing a link where the user can activate their account and create a password.

Agency PART Administrators will manage the PARTWeb process at the agency level. They will be the people approving the email addresses and giving applicants' access to PARTWeb. To approve new agency user requests, the Agency Administrator needs to login to the MAX Homepage at <https://max.omb.gov/maxportal/login.jsp> with the same information they login to the PARTWeb application. If they login and have pending requests for access to PARTWeb, a list will appear for them to approve. The Agency Administrator can only approve a new user once they have received a signed request form as well as a photocopy of the user applicant's Federal photo identification badge.

3. How do I get help?

Agency coordinators will call the EOP help desk (202-395-7370) or send an email to the PARTWeb mailbox PARTWeb@omb.eop.gov if there is a network or systems issue. For questions related to a specific PART program, the agencies will work with their OMB examiner.

4. How do I complete my PART on PARTWeb?

PARTWeb was designed to be an easy-to-use screen by screen PART questionnaire. Users would enter their PART data: Evidence and explanation, weight, measures and targets into the appropriate screen. Once an answer is completed, the save button will automatically bring you the next question. You can navigate

around the system using the navigation tree on the left side of PARTWeb.

A more detailed user manual is available online. This manual will be continually updated and a web demo on how to complete a PART online is currently under development. (Please go to www.omb.gov/part to download a copy.)

5. What are the user roles in PARTWeb?

PARTWeb User Roles and Responsibilities

- **Agency User** - These users can only read all PART's within an agency, but only update those programs assigned.
- **Agency Admin** - These users are responsible for agency UserId administration and assigning PART's within an agency. More than one agency user can be assigned to update a PART. Agency Admins can read/update all PART's within an agency. These users can also create new programs to be PARTed for their assigned agency after receiving the PART code from their examiner.
- **Agency Review** - These users will have read-only access to assigned PART programs.

- **OMB User** - Users can only read all PART's within an agency, but only update those PART's assigned. These users can also create new programs to be PARTed for their assigned agencies.
- **OMB Admin** - These users are responsible for granting read/update access to OMB users and Agency Admin's.
- **OMB Review** - These users will have read-only access to assigned PART programs.

6. Can I view old PARTs that have been published?

All users, when given a PARTWeb userID, will be able to search all published PARTs from prior years. These PARTs are for collaborative purposes to share success throughout government. This feature is currently under construction and will be enhanced in the coming months.

Their Agency Administrator has the task of assigning user permissions to current and prior year PARTs. Please contact your Agency Administrator if you need access to a PART.

7. How do I find out the ID number of my PART?

PART Codes are assigned by OMB. Once the agency and OMB have agreed upon a list of programs that will be PARTed this year, the list is given PART codes. The codes and titles are then placed into the system and the Agency Administrator needs to create the PART in PARTWeb. Please consult the PARTWeb User Manual for more information.

8. Does PARTWeb track changes to the PART?

PARTWeb has a versioning feature that saves prior versions to PART questions, but does not have a Microsoft Word track changes feature. This is very difficult to implement over the Internet. Users can simply copy and past the Q&As into Word to conduct detailed track changes. We are working to create something internal to PARTWeb to accomplish this.

Depending on what status level the PART is in will determine what changes/versions can be seen. For instance, only Agency people can see changes/versions made in the Agency status level.