

Governor's GMAP Sessions: How the Process Works

BEFORE a Governor's GMAP session:

- Step 1 Draft Measures.** A GMAP analyst gathers an initial set of draft measures as a "starting point."
- These are drawn from the agency's strategic plan, budget activity reports, and looking at what other states measure.
 - We check with agency staff to see if we're missing any key measures.
 - The agency "owns" the measures. We serve to collect and synthesize so that the whole measurement team can work together to boil it down to a few measures.
- Step 2 A Measurement Team** zeroes in on a few measures to focus on in the Governor's GMAP Session.
- A Measurement Team includes: agency staff (sometimes multiple agencies), the Governor's policy analyst, the OFM budget analyst, an OFM forecasting analyst. The measurement sessions are led by Larisa and staffed by a GMAP analyst.
 - We take into account several criteria when we're evaluating the measures. Will these make sense to the public? Are they useful (and used) by the agency to manage? Are they in alignment with the Governor's priorities? Do we have data? Is the data solid?
 - We aim for "Two Meetings and a Product." We know the initial set of measures will not be perfect.
- Step 3 Draft reports** submitted by agency (sometimes multiple agencies)
- A couple rounds of a "mock up report" help us prepare for the final and serve as a way for the measurement team to "stay on one page."
 - Analysts help think of questions the Governor and Leadership Team might ask, based on the draft report, and let the agency know these in advance. (no "gotcha's")
 - Using the logic model and the quad chart format to develop the reports.
- Step 4 Final report** submitted by agency (or multiple agencies)
- GMAP analytic team reviews and prepares a briefing for the Governor.
 - Governor's GMAP Leadership Team receives in advance for review.
 - Governor is briefed usually the day before the GMAP session.
- Step 5 GMAP Session**

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DURING a Governor's GMAP Session:

- Governor's GMAP Forum sessions are held in the Columbia Room on the 1st floor of the Capitol. Most sessions begin promptly at 7:30. The room will be open by 7:00 AM. Please check the schedule on the Governor's website – date, time and location are subject to change. The GMAP Forum schedule can be found at: <http://www.accountability.wa.gov/schedule/default.asp>
- Please arrive 15 minutes early to test the presentation technology. Your presentations will be loaded onto a DIS laptop when you arrive. The main presentation will be on one laptop, and the supplemental (if any) on another. Please identify an agency staff member familiar with the slides to run the presentations.
- The agency director(s) will be seated directly opposite the Governor. Senior agency staff supporting the director should also sit at the table as space allows. Seats are reserved in the first row of observer seating for additional agency resource staff.
- Microphones are provided for presenters. The microphones have a button that must be pushed "on" to speak and "off" when not speaking. Governor Gregoire and the members of the GMAP Leadership Team have similar microphones.
- The Governor and Leadership Team may ask you to jump back and forth through the slides. Be prepared for this.
- Expect a lot of Q & A – not just from the Governor, but from everyone on the Leadership Team. Sometimes a question cannot be answered on the spot. "We don't know but we can find out" is a perfectly acceptable response in most cases. The GMAP analyst will note the question for a follow up memo.
- Vending machines and the Under the Dome Deli are available for purchasing coffee, etc. If you bring your own drink, please no red punch or beverages with red dyes, as this will stain the carpet in the event of a spill.

AFTER a Governor's GMAP Session:

- The GMAP analyst will prepare a follow up memo to the agency.
- The agency submits a follow-up response memo and/or brings answers to the next round of GMAP session on that topic area.
- The measurement teams continue to refine the measures and report content for the following meeting.
- Governor's GMAP Office offers technical assistance or other services that may help improve results.
- The scope of the discussion in any given topic area may evolve over time.