Performance Metrics & Evaluation Format for Budget Requests

1. Request Summary

Department / Unit	Example Department
Budget Request Title	Expansion of Training Program
Requestor	Jane Doe
Date	2024-07-01

2. Objectives

- Increase participation in employee training programs by 25% over 12 months.
- Improve post-training assessment scores by 15%.
- Enhance employee retention rate related to skill advancement.

3. Performance Metrics

Metric	Baseline	Target	Evaluation Frequency
Training Participation Rate	40%	50%	Quarterly
Assessment Score Improvement	65%	80%	Post-Training
Employee Retention Rate (12mo)	82%	90%	Annually

4. Evaluation & Reporting Plan

- Data collection through training attendance and performance records.
- Quarterly evaluation meetings to assess progress toward targets.
- Annual summary report to be submitted to the finance committee.

5. Budget Overview

Item	Amount	Justification
Training Materials	$4,000	Purchase of updated resources
External Instructors	$6,500	Specialized course delivery
Evaluation Tools	$1,500	Software subscriptions
Total	**$12,000**	

Important Notes

- Ensure all metrics are clearly defined and measurable.
- Link requested budget items directly to proposed objectives and outcomes.
- Regular reporting and evaluation are essential for accountability and future funding decisions.
- Use historical data to set realistic targets.

- Revise metrics as necessary based on program performance and feedback.