



Performance Measurement Builder Instructions

Click the PM Builder link¹: <http://linhost1.jbsinternational.com/pmbuilder/>. Once you are in the PM Builder, follow these simple instructions:

1. Select “AmeriCorps.”
2. Select the Issue Area from the drop-down list.
3. Find your activity from the Activity Type drop-down. If you don’t see it, it might not be in the PM Builder. But first, click “List of Activity Types and Issue Areas” and see if it is under another related Issue Area.
4. Choose an Output from the drop-down. In many cases, there is only one output so the PM Builder will automatically select it.
5. Choose an Outcome you want to measure.
6. Choose an Indicator if there is more than one listed.
7. Choose a Data Source – this is the person or group that provides your data.
8. Choose an Instrument Type. This option also gives you an idea of how you would collect the data (e.g. a pre-post survey will need to be collected from the data source twice, before and after service).
9. If there is a Sample Instrument available, click on the link and save it to your computer.
10. Check the Preview. If you are satisfied with the PM Plan you built, click “Go and Build My PM Plan!” You will be prompted to open or save a PM Plan Word document with your selections listed. Save the document to your desktop.
11. Revise the PM Plan as needed, using the PM Plan Checklist as a reference.
12. Revise the instrument as needed.

Quick Links

In addition to the materials posted with the PM Builder, Project STAR has many helpful resources posted at the Resource Center. Go to <http://nationalserviceresources.org/star/star> and search the menu on the right side under program type and area of interest.

The AmeriCorps Toolkit: <http://www.nationalserviceresources.org/star/ac-toolkit>

Samples of Aligned Performance Measures: <http://www.nationalserviceresources.org/star/ac-examples-aligned>

Instrument Samples: <http://www.nationalserviceresources.org/star/ac-instruments>

Contact Project STAR at 1-800-548-3656 or email: star@JBSinternational.com.

¹ This link will be active until approximately the end of February 2009. At that time, the PM Builder will move to a new address, which will be announced in the Project STAR area of the Resource Center.