# Agency Name Budget Activity Narrative

## Program: [Program Name]

### Activity: [Activity Name]

[Program/Activity website](http://www.website.gov/)

| at a glance  * Quick stats on the program/activity; avoid repeating performance measures. |
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#### Purpose and Context

Please provide a description of the purpose of this activity and the context in which it operates. State the goal of this program or activity, and answer the questions:

* What role does this activity plays in contributing to the agency’s mission?
* Is there a particular segment of the population served by this program/activity?

#### Services Provided

Please provide a description of the services provided through this activity. Answer the questions:

* What do you do within this program or activity to achieve the stated goal?
* What specific services are provided?

#### Results

Describe the results achieved by this activity by providing performance measures. There are two options for graphically displaying your performance measures:

**Option 1:** Use performance measures charts or graphics produced by your agency for this program or budget activity.

* Include charts for 3-5 performance measures used within your agency.
* For each measure, include at least two data points from different points in time to demonstrate a trend.
* In your description of the charts indicates if the measure displayed is a quantity, quality or result type of measure.
* Please note: **All charts and graphs must be accessible.** Reference the accessibility instructions and work with your agency’s accessibility officer before you submit your completed template to MMB.

**Option 2:** Use the chart below, if your agency has not produced performance measurement charts.

* Indicate 3-5 performance measures that are used for performance management within your agency.
* In the Type of Measure column, include:
  + “Quantity” if you are including an output measure,
  + “Quality” for an efficiency measure, and
  + “Result” for an outcome measure.
* For each measure, include two data points from two different points in time to demonstrate a trend. Put the dates of those two data points in the Date column.

| Type of Measure | Name of Measure | Previous | Current | Dates |
| --- | --- | --- | --- | --- |
| Quantity |  |  |  |  |
| Quality |  |  |  |  |
| Results |  |  |  |  |

Use this endnote section to provide the specific legal citations for the statutes that apply to this program or budget activity. For example, [M.S. 16A.14 - 26](https://www.revisor.mn.gov/statutes/?id=16A) (<https://www.revisor.mn.gov/statutes/?id=16A>) provides the legal authority for MMB’s Accounting Services.