

National Institute of Standards and Technology
Manufacturing Extension Partnership (MEP) Program

OMB Control No. # 0693-0032

The Annual Review Report from the Center

1. **Center Profile**- This will be the same information from the panel review CPR with updates as needed. Any changes will be highlighted. Board compilation, organizational chart and standardized budgets will be mandatory components of this section.
2. **Progress to Prior Year Recommendation**. The prior year review recommendation will be listed and acknowledged accordingly. The Center will be expected to address each recommendation, report progress to date and set goals for any future tasks.
3. **Center Results**- The section will address two aspects of Center results. The first section will be on internal metrics that Centers uses to measure its operations. This will vary from Center to Center but have been deemed as critical metrics by the Center and its stakeholders. In this analysis, trend compilation and trend comparison should be emphasized. Also there shall exist a standard set of comparisons to National averages.
4. **Upcoming objectives and strategies**-The final section is compromised of major objectives that the Center will be setting for their upcoming operating year. This will include all quantifiable targets, impact goals and desired outcome for any special initiatives.
5. **Appendix**- The Center shall submit its annual operating plan and strategic plan for review and consideration with the Annual review report.

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Annual Review Summary Report

Section One

- Center Name
- Cooperative Agreement Number
- Date of Review
- Location of Review
- Review Year
- Reviewer
- Other Attendees

Section Two

Summary of Center's reported progress to prior years review recommendations

Section Three

Commentary of Center SWOT Analysis

Section Four

As needed, commentary or summarization of Centers current process of Criteria 1-6. It is the discretion of the Account Manager whether or not each Criteria will be addressed individually in the Annual Review Summary Report.

Section Four

Data Analysis- This includes quantitative and qualitative analysis of all metrics deemed appropriate by the Center and/or the Account Manager. Herein, would lie trends of project number, length of engagements, number clients served, impact numbers, customer satisfaction, etc, etc.

Section Five

Commentary of goals and strategies for new Operating Period.

Section Six

Recommendations from Account Manager