

2024-2027 Strategic Plan Input into PIER

Once your program strategic plan has been approved, we ask that you submit the plan and its components into the NOAA Sea Grant Planning, Implementation, and Evaluation Resources (PIER) system.

By February 1, 2023, your program should submit the following in PIER (estimated effort: 1 hour):

1. Upload the final version of your program's 2024-2027 strategic plan (**508 compliant PDF** – guidance on pg 4).
2. Provide the following related to your program strategic plan:
 - a. Plan Title and Year
 - b. Focus Areas (program focus areas aligned to national focus areas)
 - c. Anticipated effort percentage (%) for each of your program focus areas
 - d. Goals (program goals aligned to national goals)
 - e. OPTIONAL: Program Outcomes
 - f. National Performance Measures (adding zero for the targets)*
 - g. OPTIONAL: Program Performance Measures, if any, and targets

* Programs will be asked to update the national performance measure targets later in 2023 when the 2024-27 annual reporting guidance is released, which includes updated and new national performance measures and metrics. Updates to the PIER Strategic Plans at that time will include the following:

1. Targets for each focus area specific national performance measure
2. Targets for each cross-cutting national performance measure and metric

Loading New Strategic Plan Information into PIER

1. Go to the PIER login website
 - a. <https://PIER.SeaGrant.NOAA.gov>
2. If you are a new user, click "New User Registration" and follow the on-screen directions. If you are already registered, enter User Name and Password and click "Log In."
3. Click "Strategic Plans" in the left navigation bar.
4. Click "Create New Strategic Plan" button
5. Enter data into the "Plan Title / Year" tab by updating the following:
 - a. Strategic Plan Name
 - b. Start Year – 2024
 - c. End Year – 2027
 - d. Click "Save".
 - e. Click "Browse". Select the 508 compliant PDF file of your strategic plan to upload it to PIER.
 - f. Click the "Refresh Grid" button to see the updated information in the grid. You should now see the PDF show up in the 'FileName' column in the Strategic Plan table at the top of the page.

6. Click the “Focus Areas” tab.

The following directions are for adding new focus areas.

- a. Click “Add New Focus Area” button to add a new focus area.
- b. Enter the “Name” of the program focus area, then select aligning national focus area from the drop down list (or most applicable national focus area), and then enter the percentage of anticipated effort (for this focus area entry).
- c. Click “save” after each entry.
- d. Repeat for each of your program’s focus areas.
- e. The total anticipated effort percentage (%) (or aka level of effort) for all focus areas must equal 100%.

7. Click on the “Goals” tab.

The following directions are for adding new goals.

- a. Just above the tabs, select the “Focus Area” drop down list. Choose the focus area in which you would like to add a new goal.
- b. Click the “Goals” tab.
- c. Click “Add New Goal” to add new goals.
- d. Enter Name, and select aligning national goal.
- e. Click “save” after each entry.
- f. Repeat for each program goal.

8. *OPTIONAL: Click the “Outcomes” tab.*

The following directions are for adding new outcomes. Outcomes are optional and if you want to use PIER to track program outcomes then proceed with this section. Otherwise, skip this section.

- a. *Just above the tabs, select the “Focus Area” drop down list. Choose the focus area in which you would like to add an associated outcome.*
- b. *Click “Add New Outcome”.*
- c. *Enter Name of the outcome, and select “Learning,” “Action,” or “Consequence.”*
 - i. *Learning (short-term) outcomes lead to increased awareness, knowledge, skills, and changes in attitudes, opinions, aspirations or motivations through research or constituent engagement.*
 - ii. *Action (medium-term) outcomes lead to behavior change, social action, and adoption of information, changes in practices, improved decision-making or changes in policies.*
 - iii. *Consequence (long-term) outcomes are long-term, and in most cases, require focused efforts over multiple strategic planning cycles. Consequence outcomes in a four-year strategic plan serve as reference points toward reaching focus area goals between the current and future strategic plans.*
- d. *Click “save” after each entry.*
- e. *Repeat for each program outcome.*
- f. *Select the next focus area and repeat the above for outcomes associated with all focus areas.*

9. Click on the “National Performance Measures” tab.

The following directions are to add targets to the national performance measures.

- a. Click “edit” and enter 0 for the estimated cumulative target, click “Save” and then “Submit”.
10. *OPTIONAL: If your program has performance measures other than the national performance measures, and you want to use PIER to track these program performance measures, then click the “Program Performance Measures” tab. Otherwise, skip this section.*
 - a. *Just above the tabs, select the focus area in which you want to add new program performance measures.*
 - b. *Click “Add New Performance Measure”.*
 - c. *Enter name of the program performance measure, and 4-year target and target type.*
 - d. *Click “Submit”.*
 - e. *Repeat for each program focus area and program performance measure.*
11. To review and complete your submission
 - a. Click the “Review” tab to complete a final review before submitting the data (right side of screen).
 - b. Review the information displayed on the page. If edits are needed then click the “Edit Plan” tab (right side of screen). Make the necessary changes.
 - c. Repeat 11a and 11b until ready to submit.
 - d. To submit and finalize your strategic plan, click the “Submit Plan” tab (bottom left hand side of the page).
 - e. Once submitted, contact your program officer for review. Or contact Susan Holmes if you are having issues or need to make changes after you submitted your information.

Later in 2023, the 2024-2027 Annual Reporting Guidance will be released which will include the new and updated performance measures and metrics. At that time, the national office will ask you to update PIER with the national performance measure and metric targets. The instructions for this update are below.

1. Go to the PIER login website
 - a. <https://PIER.SeaGrant.NOAA.gov>
2. If you are a new user, click “New User Registration” and follow the on-screen directions. If you are already registered, enter User Name and Password and click “Log In.”
3. Click “Strategic Plans” in the left navigation bar.
4. Click “Edit/View” button on your 2024-2027 Strategic Plan (you will be updating the information for this plan).
5. Click the “National Performance Measures” tab
6. For each applicable national performance measure and metric, click edit and enter an estimated cumulative target, click “Save” and then “Submit”
7. If the performance measure is not applicable, you may enter a 0.
8. To review and complete your submission
 - a. Click the “Review” tab to complete a final review before submitting the data (right side of screen).
 - b. Review the information displayed on the page. If edits are needed then click the “Edit Plan” tab (right side of screen). Make the necessary changes.
 - c. Repeat until ready to submit.

- d. To submit and finalize your strategic plan, click the “Review” tab. At the bottom left of the page click “Submit Plan”.
- e. Once submitted, a program officer or Susan Holmes will be required to make any changes.

508 Compliance

All 2024-2027 Strategic Plans submitted in PIER should be Section 508 Compliant. Section 508 of the U.S. Workforce Rehabilitation Act of 1973 mandates that all electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities, including employees and members of the public.

Below are resources that may assist with creating 508-compliant documents:

- [**NOAA Section 508 Guide**](#): A quick start guide describing the 5 main criteria that NOAA checks for related to 508 compliance.
- [**NOAA Central Library Section 508 YouTube Playlist**](#): Contains multiple videos including full-length webinars on Section 508 compliance. A [**secondary "bite-size" playlist**](#) on each of the five main elements of Section 508 is also available.
- [**PDF Techniques for WCAG 2.0**](#): Documentation that covers PDF requirements for Section 508 from W3C. Focuses on the WCAG requirements and how to achieve them.