

Entering Deliverables into the TTARP

Award

The BJA-funded project that has been awarded to your organization. Each award has a goal, which is what you generally plan to achieve over the course of your project.

E.g. Promote collaboration amongst grantee sites.

Objectives

The smaller tasks you need to complete to accomplish your goal. Objectives should be specific and measurable. Each TTA and deliverable should clearly align to one award objective.

E.g. Support one monthly coordinating meeting at the four grantee sites, Manage a web-based platform accessible by all grantee sites.

TTA Activity

TTA activities are events, trainings, workshops, targeted support, and assistance that provide knowledge, skills, and/or capacity-building. TTA activities can be **informational** (TTA that does not require lengthy or ongoing assistance, such as a phone call), **limited** (TTA that is specific to one point in time and requires limited contact, such as a one-time event or training), or **intensive** (TTA that is ongoing and highly customized, such as designing and implementing a program or practice).

E.g. Virtual meeting on 11/5/24 to discuss community resources.

Deliverable

A tangible, reusable resource that can be referenced and used by others, such as a document, podcast, video, tool, training curriculum, newsletter, website, or system. You should be able to pause or print a deliverable.

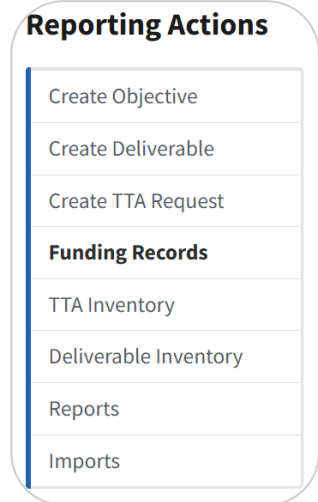
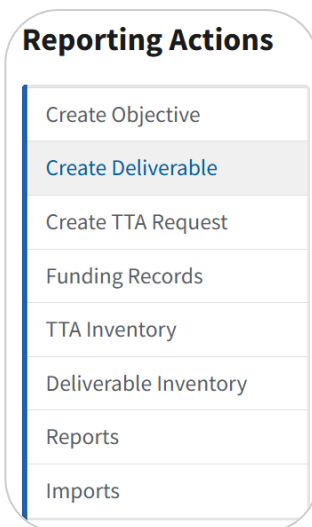
E.g. Webinar recording of 11/5/24 virtual meeting.

Deliverables should be added when conceptualized and updated as progress is made or a deliverable is published.

Creating a Deliverable

After signing in, select the **Funding Records** page from the menu on the left.

1. Select the relevant award from the available list.
2. On the award page, select **Create Deliverable** from the menu on the left.



3. Select the status from the dropdown menu:
 - a. **Active** means work on the TTA activity is ongoing
 - b. **Pending** means the TTA activity is in the planning stage
 - c. **Completed** means work on the TTA activity has ended
 - d. **Cancelled** means the TTA activity is cancelled or no longer valid (it will not appear on your reporting)

General Information

4. Enter a deliverable title.
5. Select the appropriate deliverable type.
6. Select the appropriate award and objective (*award reference* and *objective reference*). This will assign your deliverable to an award objective to create the connection between your deliverables and the award's goals.
7. Select a TTA reference, if this deliverable is associated with a TTA activity. Begin typing the name of the associated TTA activity to select it.

8. Enter a brief description of the deliverable.
9. Select the deliverable point of contact from the available list.
10. The deliverable starts when planning begins and ends when the activity concludes. Add the start date and anticipated end date; the actual end date is not entered until the deliverable has been completed.
11. If additional TTA providers supported this deliverable, list them as a “deliverable partner.”
12. Indicate if this deliverable uses the BJA logo.

Target Audience / Recipient

13. Select the type of the recipient that this deliverable is intended to support.
14. Select the appropriate program area for the deliverable.

Performance Metrics

15. This section should only be completed once the deliverable is complete and the Status of Deliverable field has been changed to **Completed**.
16. Provide the performance metrics related to the deliverable. Scroll through the performance metrics section to find the header appropriate for this deliverable. See [Adding Performance Metrics](#)

Submit

17. Review the information listed for accuracy and click **Save**. You can go back and edit the information after submitting but you will not be able to delete the deliverable.

Updating the Status of a Deliverable

From anywhere in the TTARP, select the ***Deliverable Inventory*** page:

1. From the table listing all related deliverables, select the deliverable you wish you update.
2. Select ***edit***.
3. Edit any fields, including the status.
 - a. **Active** means work on the TTA activity is ongoing
 - b. **Pending** means the TTA activity is in the planning stage
 - c. **Completed** means work on the TTA activity has ended
 - d. **Cancelled** means the TTA activity is cancelled or no longer valid (it will not appear on your reporting)
4. Click ***save***.

Reporting Actions

Create Objective
Create Deliverable
Create TTA Activity
Funding Records
TTA Inventory
Deliverable Inventory
Reports
Imports

Adding Performance Metrics

Identifying performance metrics at the start of a deliverable is critical to ensuring they are collected. Which quantitative performance metrics you may choose from to report on is dependent on the deliverable type. At least one quantitative performance metric must be reported on for each deliverable. Review the tables below to learn more.

Training Curriculum

Data Entry Constraints	Field Description
Numeric	How many curricula were distributed in the quarter (i.e., online, in print, CD/DVD, email)?
Single-Selection	This is a new curriculum.
Single-Selection	This is a significant revision/enhancement of an existing curriculum.
Single-Selection	Was the curriculum pilot tested?
Numeric	How many agencies served?
Character	Performance metric narrative.

Website

Data Entry Constraints	Field Description
Numeric	Average visit length?
Numeric	Number of total visits to the site?
Numeric	Total pages per visit?
Numeric	How many agencies served?
Character	Performance metric narrative.

Recorded (Podcast/DVD/CD/Webinar); Online CBT; Technical Document/Standard;
 Template; Report; Newsletter, White Paper Sheet; Publication;
 Video/CD/DVD/Podcast

Data Entry Constraints	Field Description
Single-Selection	Is this document the result of a BJA-funded conference or focus group?
Character	How was the publication distributed in the quarter (i.e. online, in print, CD/DVD) and to what target audience?
Character	Performance metrics narrative
Numeric	How many agencies served?

