

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 40-2
MARCH 29, 2004***

Planning

QUAD Charts

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: CFO1 (L. Mervilde)

Certified by: CFO/CAO (I. T. David)

Type of Issuance: Initial

SUMMARY OF REVISIONS:

1. Program QUAD (Quadrant) charts describe the previous month's status of key National Weather Service (NWS) programs for development, integration, modification and procurement. QUAD charts alert management to program issues in advance, allowing NWS management to provide assistance and guidance to prevent potential problems from causing programmatic completion delays. In addition, QUAD charts are a common management reference tool that assist program managers in administering key programs. QUAD charts provide details regarding the program performance parameters, schedule, budget, and any key issues or risks that arise each month.

2. This policy establishes the following authorities and responsibilities:

2.1 At the request of the NWS Assistant Administrator (AA), several NWS Financial Management Centers (FMCs) are responsible for preparing QUAD charts for various programs to track program progress on a monthly basis. The Office of the Chief Financial Officer/Chief Administrative Officer (CFO/CAO) is responsible for collecting, reviewing and submitting the QUAD charts to the NWS AA.

2.2 The FMCs will:

- a. Develop, coordinate and submit QUAD charts to CFO/CAO Budget Formulation Division (CFO1) by the 15th of each month.
- b. Address the following items for the previous month's activities in each QUAD chart per the QUAD chart template:
 - (1) Performance Parameters, Schedule, Key Issues/Risks, and Budget/Funding.
 - (2) Note whether each quadrant is Green, Yellow or Red.

- (3) State whether the program is or is not executable.
 - (4) Address all other items in the detailed guidance.
- c. Coordinate and confer with CFO1 regarding any feedback, comments and/or questions that arise during the review process.
- 2.3 CFO1 will:
- a. Collect required QUAD charts from FMCs by the 15th of each month.
 - b. Review the QUAD charts, provide questions, comments and feedback to the FMCs, and ensure consistency with agency established budgets, program goals and policies.
 - c. Resolve any issues that arise during the review process.
 - d. Submit the final set of QUAD charts to the NWS AA by the 25th of each month.
3. Progress is monitored through the monthly update of the charts. The “Green, Yellow, Red” coding provides a tool for the early detection of problems and/or issues. This enables management to address issues and formulate solutions, while ensuring the program is completed on-schedule.
4. This policy directive is supported by the references listed in Attachment 1.

Signed by
David L. Johnson
Assistant Administrator
for Weather Services

March 15, 2004
Date

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Procedural Directives

NWSI 40-201, *Procedures for Developing Program QUAD Charts*

References

General Kelly Guidance Memo, April 13, 2000

CFO1 Supplemental Quad Template and Guidance, November 21, 2002

Quad Chart Schedule Email, April 24, 2003