

**PERFORMANCE BUDGETING EVALUATION  
QUESTIONNAIRE A**

*The purpose of this questionnaire is to determine whether ministries and departments experienced any difficulties in formulating their corporate plans and budget submissions during the budget process and pinpoint specific areas where some changes may need to be done.*

*The FMR Team from the Ministry of Finance would appreciate if relevant officers could provide the necessary feedback through this questionnaire. This questionnaire is directed at officers who were actually involved in preparing the corporate plan and budget submissions.*

**PART 1: General Information**

Ministry/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Designation:

Section:

**PART 2: Corporate Plan Template**

1. What was your role in terms of putting together the corporate plan (e.g. were you responsible for actually filling out the template or part of it)?
  
  
  
  
  
  
  
  
  
  
2. Did you find the corporate plan template (place a tick in one box)  
  
Easy to understand                      Difficult to understand  
  
Only some parts were hard to understand
  
  
3. Please specify which areas of the template were difficult to understand and compile.

4. Identify ways in which you think the corporate plan template may be improved.

### **PART 3: Corporate Plan Approach**

5. What approach does the ministry/department take when compiling their corporate plan (e.g. does each section with a budget fill out the template)?
6. Is their regular communication/meetings within the ministry/department for corporate planning? If so, how often were these meetings held?
7. Do you find this approach helpful when preparing the corporate plan? Please specify.
8. Were the same officers involved in corporate planning also involved in compiling the budget submissions? Please give details on approach taken.
9. Were the budget submission forms prepared (tick one box)  
before the corporate plan was prepared  
at the same time as the corporate plan  
after the corporate plan was prepared

**PART 4: Budget Submission Forms**

*Officers who are actually responsible for preparing the budget submission forms are asked to complete this section. In cases where an officer prepares the submission form and is **not** involved with corporate planning, then **only** this section should be completed together with PART 1.*

10. Do you find the budget submission forms (new and ongoing expenditure forms)

Easy to understand

Difficult to understand

Only some parts were hard to understand

11. One of the requirements of the budget submission forms is to link your proposals to the annual corporate plan. Did you know what the

Overall outcomes of the ministry/department;

Outputs of the ministry/department;

Output performance measures;

were before completing the submission forms? (if yes, tick appropriate box)

12. Were there other specific areas of the forms that were difficult to understand and compile? If yes, please elaborate.

13. Identify ways in which you think these forms may be improved.

14. In your own words, explain what you think is the relationship between the corporate plan and the budget submission forms.