

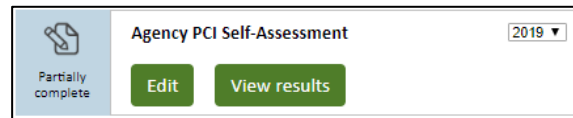
Quick-Start Guide – Agency Assessment

1. **Log in** here <https://selfassess.govt.nz/login.aspx> – The first time you log in you will be automatically directed to change your password.

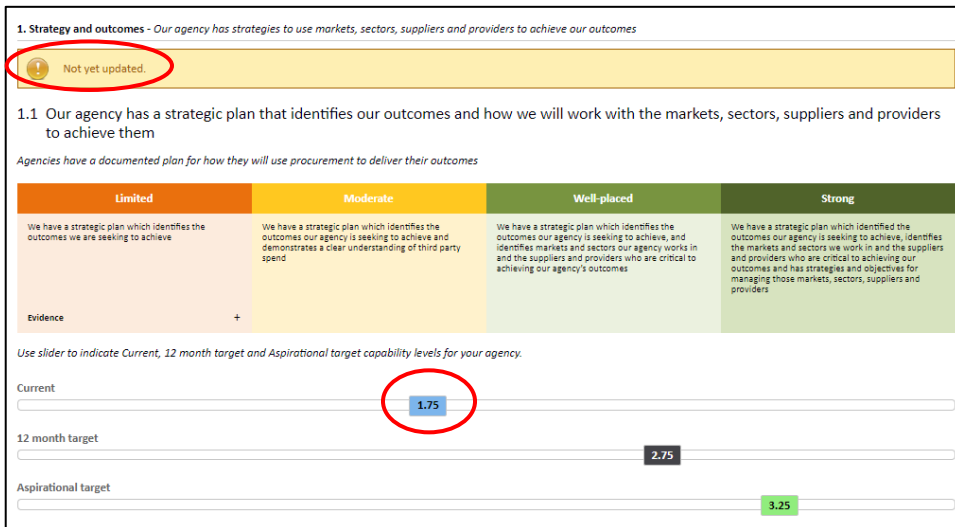
If you have not been provided with a username or experience any issues with gaining access to Self-Assess, send an email to self-assess.team@dia.govt.nz.

2. Use the **Getting started** links on the home page to familiarise yourself with the Procurement Capability Index Framework.

3. To start updating your assessment, simply click on the **Edit** button.



4. Use the sliders to assess **Current**, **12 month target** and **Aspirational target** for each element for the current year. Commentary fields are available for you to provide **Evidence** of your rating and any **Improvement opportunities**. The **Internal comments** are for your agency's information only and will not be shared with NZGPP.



1. Strategy and outcomes - Our agency has strategies to use markets, sectors, suppliers and providers to achieve our outcomes

Not yet updated.

1.1 Our agency has a strategic plan that identifies our outcomes and how we will work with the markets, sectors, suppliers and providers to achieve them

Agencies have a documented plan for how they will use procurement to deliver their outcomes

Limited	Moderate	Well-placed	Strong
We have a strategic plan which identifies the outcomes we are seeking to achieve	We have a strategic plan which identifies the outcomes our agency is seeking to achieve and demonstrates a clear understanding of third party spend	We have a strategic plan which identifies the outcomes our agency is seeking to achieve, and identifies markets and sectors our agency works in and the suppliers and providers who are critical to achieving our agency's outcomes	We have a strategic plan which identified the outcomes our agency is seeking to achieve, identifies the markets and sectors we work in and the suppliers and providers who are critical to achieving our outcomes and has strategies and objectives for managing those markets, sectors, suppliers and providers
Evidence	+		

Use slider to indicate Current, 12 month target and Aspirational target capability levels for your agency.

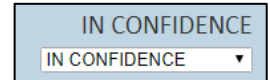
Current: 1.75

12 month target: 2.75


Aspirational target: 3.25

5. If your agency has previously completed an assessment, the previous year's responses will be copied over to the current year as the default. To help you keep track of your updates, each page will display a **Not yet updated** indicator. When you have reviewed and updated the default response, this indicator will disappear.

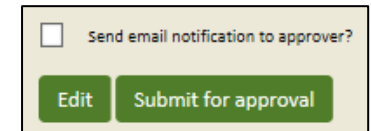
6. Use the **security classification** dropdown on page 1 to select the classification for your assessment.



7. Use the **navigation** buttons at the top of each page to move forward and backward through the assessment or use the category navigation dropdown to go to the start of a category. As you navigate through the assessment your changes will be automatically saved.



8. To submit your assessment for approval, simply click on **View results** and use the **Jump to end** link to click **Submit for approval**. (You may choose to send an email notification the Approver.)



9. The assessment status will be updated to 'Submitted to approver' and then 'Submitted to NZGPP' after it has been approved. You are able to view your assessment at any stage by clicking the **View results** button. (Note if the Approver rejects the assessment the status will return to 'Partially complete' and it will become available to you to edit.)

10. If you have been given access rights to both edit and approve the assessment you will have different actions. You may click **Edit** to make updates or tick the attestation and click **Approve** to submit to NZGPP.



11. You have four reporting options:

- **Email PDF** – Clicking on the Email icon allows you to send a PDF of your report to other users in your agency.
- **Save to PDF** – Clicking on the PDF icon allows you to save or print your report as a PDF.
- **Export to Excel** – Clicking on the Excel icon allows you to export your results which can then be tailored for your own agency's needs.
- **Print** – Clicking on the Print icon allows you to print your report in a standard web page format.

12. You will receive an automatic email if your assessment is rejected by your Approver or if it is to be moderated (refer to the full guide).

13. You can use the **Reporting options** on the home page to produce customised reports, including trend reports across multiple years (refer to the full User Guide).

14. At any stage you can click on the **Self-Assess/home icon** to return to the home page.