Update to Strategic and Service Area Plans

By **5:00 p.m. on Friday, August 29, 2008** agencies are required to update their strategic and service area plans to reflect budget and programmatic decisions made by the 2008 General Assembly in Chapter 879, 2008 Appropriation Act.

These updates should **only** include revisions to reflect actions taken during the 2008 General Assembly Session. You should primarily focus on updating the financial section of the plan to reflect the final budget for the 2008-2010 biennium and affected strategies and other relevant background information. Performance measures (key and non-key) and their associated information **are not** to be added, deleted, or edited during this time.

Detailed information on the content requirements can be found in the Agency Strategic planning Handbook located on the DPB website at: http://dpb.virginia.gov/sp/AgencyPlanningHandbook2007.pdf

Please contact your DPB budget analyst for further assistance.

Accessing your plan:	
Step 1:	Go to http://vaperforms.virginia.gov/agencylevel/src/login.cfm and log in using your identification and password. If you need assistance regarding your logon id or password, please contact Christy Berry at christy.berry@dpb.virginia.gov.
Step 2:	Click on your strategic and service area plans.

Helpful tips:	
	You can find Chapter 879 at: http://leg1.state.va.us/cgi-bin/legp504.exe?081+men+SB2
	Please make sure to spell check.
	Always press "save" before proceeding to a new tab.
	The "financial breakdown" tab in the agency strategic plan is populated by the "financial breakdown" section in your service area plans.
	Clicking on the "Service Area List" tab will take you to a listing of your service areas.
	Changes to service areas resulting from the 2008 General Assembly Session should have been incorporated into Virginia Performs. If this is not the case, please contact your DPB budget analyst.
Items/Tabs to review in the Strategic Plan (note: these sections should be reviewed but should only be revised to reflect 2008 Virginia General Assembly Action):	

	o Executive Progress Report
	    o Summary of Future Direction and Expectations
	    o Summary of Potential Impediments to Achievement
	o Background Information

	o Statutory Authority o Customers o Partners o Products and Services o Finance o Human Resources o Information Technology (covered below) o Capital
Items/Tabs to review in the Service Area Plans (note: these sections should be reviewed but should only be revised to reflect 2008 Virginia General Assembly Action):	

	o Description
	o Background Information and Resources
	    o Mission Alignment and Authority
	    o Customers
	    o Partners
	    o Products and Services
	    o Finance
	    o Human Resources
	o Service Area Description
	o Service Area Objectives

Information Technology Strategic Planning Update:

Agencies are to update each investment in Appendix A of their IT strategic plan with the appropriate budget appropriation / funding status. Any changes that have occurred to the agency's investment portfolio since obtaining CIO IT strategic planning (ITSP) approval are to be incorporated into the IT Summary Section. (For example, if a major project has been canceled, references to the canceled major project should be removed from the IT Summary Section and the dollar amounts in the proposed IT investments table should be adjusted.)   In addition, an updated version of Appendix A will need to be generated by VITA and posted on the Va. Performs Web site. If your agency's ITSP has changed and a new version of Appendix A needs to be generated and posted, please email your request to generate a revised Appendix A to Constance.Scott@vita.virginia.gov.

Should you have any questions about the update to the IT plan, please call Constance Scott at 804-416-6179.