**Strategic Plan 2012-2014 Update – Questions and Answers**

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| **When is the update due to the Department of Planning and Budget?** |
| The update should be submitted for review using the PB System’s “strategic plan status” module by **Friday, May 31, 2013**. |

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| **Will there be a “formal” training session for this update?** |
| No. DPB will host two Webinars on May 8 and May 22 at 2:00 p.m. to address any technical or policy related questions. If you need help in the interim, please contact your DPB budget analyst. |

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| **I am unable to log into the Performance Budgeting System – who should I contact?** |
| Please contact the VITA Customer Care Center at 1-866-637-8482 or VCCC@vita.virginia.gov - with “Performance Budgeting System” in the subject line. |

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| **I am new to my agency and need access to the Performance Budgeting System - who should I contact?** |
| Every agency has a Performance Budgeting System administrator – they should be able add you to the system. If they experience trouble, they should contact the VITA Customer Care Center at 1-866-637-8482 or VCCC@vita.virginia.gov - with “Performance Budgeting System” in the subject line. |

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| **This is my first time using the Performance Budgeting System – any trainings I should take before getting started?** |
| Yes – online training courses are located in the “Documents, Instructions, and Publications” section of the DPB Web site <http://dpb.virginia.gov/forms/forms.cfm> under “Performance Budgeting System Strategic Planning Training.”  |

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| **What should I focus on for this update?** |
| You should focus on ensuring your plan reflects current services based on current resources. Please refer to the instructions issued on April 24, 2013 for more details. |

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| **Are any areas required to be updated?** |
| Yes. You must update the financials section of your agency strategic plan **and** your program/service area plans to reflect all actions from the 2013 Session of the General Assembly – the new chapter.  |

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| **Can I fix typos or other grammatical type errors?** |
| Yes. Just remember to save and submit for review via the “strategic plan status” module when you are done.  |

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| **Can I change measures? Add or Delete measures?** |
| Yes, on a limited basis. Changes to measures are allowed to accurately reflect what the measure is measuring. You can add or delete measure due to a change in agency business practices or the elimination of a program/service.  |

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| **I marked a measure for deletion and it is still showing up in the measure drop down list?** |
| Measures “marked for deletion” will not “go-away” until we roll into the 2014-2016 strategic plan. Measures “marked for deletion” will not show up in any public report/view.  |

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| **I added a measure and it is not showing up in the measure drop down list?** |
| New measures will not show up in the measure drop down menu until the plan is submitted for review and published by your DPB budget analyst. |

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| **How do I submit my changes to DPB?** |
| After saving all of your work, you should navigate to the “strategic plan status” module. After you have selected the appropriate agency and biennium (2012-2014), you must then select “load” to populate the grid. You then check the box of the sections you want to submit for review. It is recommended that you submit all of the sections of your agency strategic plan and program/service area plans for review. After you have checked the appropriate sections to be submitted for review, you need to navigate to the top of the grid and submit.  |

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| **I have submitted my changes to DPB via the “strategic plan status” module – what’s next?** |
| Contact your DPB budget analyst to let them know that the plan is available for review. After your DPB budget analyst has reviewed the plan(s) they will contact you to discuss any recommended changes and then they will publish your plans. At that point, the changes will be available for work in your Executive Progress Report.  |