Guidance for Strategic Planning

April 26, 2013

The Department of Planning and Budget (DPB) is pleased to provide the following guidance regarding the kickoff of a new strategic planning cycle in Virginia. The following outlines in detail what will be happening this year, when things will happen, and more importantly why. DPB will also send out individual instructions for each activity and a master calendar of budget and strategic planning activities.

The biggest change is that development of the 2014-2016 strategic plans will not take place this summer. The development of the 2014-2016 plans will take place after the 2014 General Assembly session in April and May of 2014. Moving the plan will allow agencies and DPB to focus on updating FY 2014 plans and improving the quality of the Executive Progress Reports (EPRs). This will also provide an opportunity for agencies to engage the new administration in the development of their strategic plan.

The first activity for this year’s strategic planning cycle will be an update of the 2012-2014 strategic and program/service area plans. The attached instructions detail what is required for this update. The intent is to update the plans based on changes to your agency as a result of actions by the 2013 General Assembly session and to make sure that the plans reflect the current realities of agency operations. If programs have been reduced or eliminated due to budget actions then the plan should be changed to reflect those actions. The plans should be based on “what your agency will do over the next several years with the resources you currently have.” The deadline for completing this update is May 31, 2013.

The next step for agencies this calendar year will be to update Executive Progress Reports (EPRs). Several agencies have just finished updating and publishing EPRs as part of a Spring “mini” release as requested by the Council on Virginia’s Future and DPB. If you represent one of these agencies, once you have submitted your 2012-2014 update mentioned above, you will only need to review your EPR to ensure that nothing is out of date and that your financials are correct and then resubmit the EPR for review. If your agency has not been contacted by DPB for the Spring “mini” release, then your EPR will require a more comprehensive review and update. DPB is committed to allowing you plenty of time over the summer to complete this update. Additionally, we will be offering content based training and individualized assistance.

Why should you be concerned with what the strategic plan or EPR looks like? DPB is committed to using strategic plans and performance measures in its analysis and development of the Governor’s budget. The completed EPRs will be sent to both the House Appropriations and Senate Finance committees for potential use in any committee or subcommittee meetings this year. The EPRs will also be given to the Governor elect as part of the transition documents.

If you have technical problems with the Performance Budgeting system, 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. If you have questions regarding the instructions, your plan or EPR, please contact your DPB budget analyst. DPB will be posting a “Question and Answer” document on the strategic planning tab of the DPB website with questions and answers about this process.