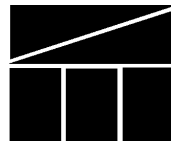


# **Strategic and Service Area Plan** **Instructions**



**Department of Planning and Budget**  
**2008-2010 Biennium**  
*August 27, 2007*

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## **ACCESSING YOUR PLAN**

DPB has eliminated the Microsoft Access strategic planning database used in the prior biennium and has created a web-enabled tool for accessing and updating your agency's strategic plan. The new tool has a similar "look and feel" as the Access database, but should prove to be easier to update and report. ***Please note: prior to advancing to a new tab you MUST press the "SAVE" button at the bottom of each individual page.***

You are able to access your Agency strategic plan at [www.vaperforms.virginia.gov](http://www.vaperforms.virginia.gov). You will be prompted to enter a login id and a password. Agency users who have access to Virginia Performs for reporting key measure performance data will not be required to request access again. New users will need to fill out the access request form located on the left-hand navigation bar.

Questions regarding accessing Virginia Performs should be directed to: Christy King at [christy.king@dpb.virginia.gov](mailto:christy.king@dpb.virginia.gov).

Questions regarding the content of your strategic plan should be directed to your DPB budget analyst.

## THE START SCREEN

The screenshot shows the 'Virginia Performs' web application interface. At the top, there is a navigation bar with 'Virginia.gov' and links for 'Online Services', 'Help', 'Governor', and 'General Assembly'. The main header features the 'Virginia Performs' logo, a 'VISION FOCUS RESULTS' sidebar, and a 'Key Objectives at a Glance Executive Branch Agencies' link with a building icon. Below the header, there are navigation links for 'Home', 'Agency Performance', and 'State Agency'. The user is logged in as '[ dpbdb ]'. The main content area is titled 'Agency Strategic Plan and Service Area Plans' and is for the 'Department of Planning and Budget (122)'. It contains three radio buttons: 'Agency Strategic Plan', 'Service Area Strategic Plans', and 'Reports'. The 'Service Area Strategic Plans' option is selected, and a dropdown menu shows '12271502: Budget Development and Budget Execution Services' with a 'Go To Service Area' button. A left sidebar contains links for 'State Agency Page', 'Help & Instructions', 'Edit Account', and 'Log off'. At the bottom, there is a footer with 'Council on Virginia's Future, © COV 2007' and links for 'Site Credits', 'Web Policy', and 'Contact Us', along with 'WAI compliant' text.

This is the first screen you will see when you enter the application. Your agency name and code should be prominent. The first button will direct you to your *Agency Strategic Plan*. The second button will take you to your individual *Service Area Plans*. Please note: You must contact your DPB analyst to add or subtract service areas. The third button will direct you to the tool's reporting feature. You will be able to customize reports for your strategic planning needs.

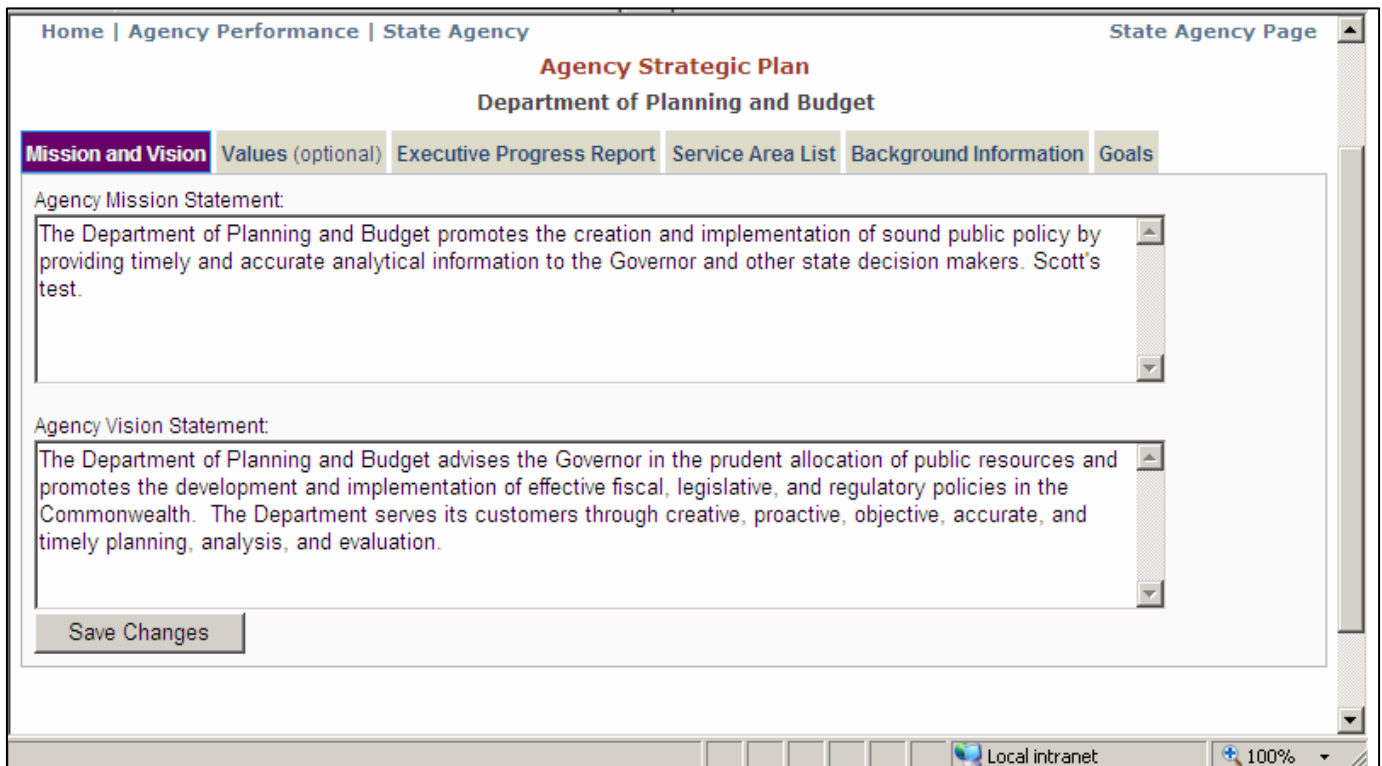
# THE STRATEGIC PLAN

The screenshot displays the Virginia.gov website interface. At the top, the navigation bar includes "Virginia.gov", "Online Services", "Help", "Governor", and "General Assembly". The main header features the "Virginia Performs" logo, a vertical bar with "VISION", "FOCUS", and "RESULTS", and links for "Key Objectives at a Glance" and "Executive Branch Agencies". Below the header, the breadcrumb trail reads "Home | Agency Performance | State Agency", and the page title is "State Agency Page". The main content area is titled "Agency Strategic Plan" for the "Department of Planning and Budget". A horizontal tabbed menu includes "Mission and Vision" (selected), "Values (optional)", "Executive Progress Report", "Service Area List", "Background Information", and "Goals". The "Mission and Vision" tab is active, showing two text boxes: "Agency Mission Statement" and "Agency Vision Statement". The mission statement text is: "The Department of Planning and Budget promotes the creation and implementation of sound public policy by providing timely and accurate analytical information to the Governor and other state decision makers. Scott's test." The vision statement text is: "The Department of Planning and Budget advises the Governor in the prudent allocation of public resources and promotes the development and implementation of effective fiscal, legislative, and regulatory policies in the Commonwealth. The Department serves its customers through creative, proactive, objective, accurate, and timely planning, analysis, and evaluation." The browser's status bar at the bottom shows "Done", "Local intranet", and a zoom level of "100%".

The above shows what you will see the first time you open the agency Strategic plan screen. The major components of the Strategic plan are arranged by tabs in the same general order that can be found in the Agency Planning Handbook. In many of the component tabs, there is another set of tabs to collect the information for that section. This is particularly applicable to the “Background Information” tab.

## **Agency Mission and Vision**

*Please review your agency Mission and Vision statements for clarity and to ensure they properly reflect your agency.*



The screenshot displays a web application interface for the "Agency Strategic Plan" within the "Department of Planning and Budget". The page has a navigation bar at the top with links for "Home", "Agency Performance", and "State Agency", and a "State Agency Page" dropdown menu. Below the navigation, the title "Agency Strategic Plan" and "Department of Planning and Budget" are centered. A series of tabs are visible: "Mission and Vision" (which is selected and highlighted in purple), "Values (optional)", "Executive Progress Report", "Service Area List", "Background Information", and "Goals".

Under the "Mission and Vision" tab, there are two text entry fields. The first is labeled "Agency Mission Statement:" and contains the text: "The Department of Planning and Budget promotes the creation and implementation of sound public policy by providing timely and accurate analytical information to the Governor and other state decision makers. Scott's test." The second is labeled "Agency Vision Statement:" and contains the text: "The Department of Planning and Budget advises the Governor in the prudent allocation of public resources and promotes the development and implementation of effective fiscal, legislative, and regulatory policies in the Commonwealth. The Department serves its customers through creative, proactive, objective, accurate, and timely planning, analysis, and evaluation." Below these fields is a "Save Changes" button. At the bottom of the browser window, the address bar shows "Local intranet" and the zoom level is set to "100%".

- The agency Mission and Vision statements are simple text entries that are entered on the first tab of the Strategic plan section.
- See Agency Planning Handbook the definition of the agency Mission and Vision statements.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Agency Values (Optional)

Please review your agency values for clarity and to ensure they properly reflect your agency. If you did not include agency values in your original submission you may do so at this time.

Sort	Value Title	Value Statement	
1	Integrity	Maintaining the highest ethical standards and conducting our	Delete
2	Professionalism	Conducting ourselves in a professional manner and applying our knowledge	Delete
3	Creativity	Continually challenging the status quo to seek innovative	Delete
4	Responsiveness	Responding to customer needs quickly, thoroughly,	Delete
5	Accountability	Accepting accountability for our actions.	Delete
6	Customer Focus	Recognizing that customers are always the top priority.	Delete
7	Performance	Striving to improve	Delete

- The Agency Values section is optional.
- To add a new value, click on the button labeled “Add A Value” at the top of the section.
- You will need to enter a unique sort number for each value entered, a very brief title, and a short value statement/description. See the Agency Planning Handbook for more information on Values.

**Please note:** prior to advancing to a new tab you **MUST** press the “SAVE” button at the bottom of each individual page.

## Agency Executive Progress Report

The screenshot shows a web application interface for the Agency Executive Progress Report. At the top, there are navigation links: "Home | Agency Performance | State Agency" and "State Agency Page". The main heading is "Agency Strategic Plan" followed by "Department of Planning and Budget". Below this are several tabs: "Mission and Vision", "Values (optional)", "Executive Progress Report" (which is highlighted in purple), "Service Area List", "Background Information", and "Goals". Under the "Executive Progress Report" tab, there are three sub-tabs: "Service Performance and Productivity" (highlighted in purple), "Initiatives, Ranking and Customer Trends", and "Future Direction and Impediments". The "Service Performance and Productivity" sub-tab contains two text input areas. The first is titled "Summary of Current Service Performance:" and contains the text: "Since fiscal year 1990, DPB has experienced a significant reduction in resources (both dollars and personnel) while the statutory responsibilities and duties assigned to DPB have grown significantly. New statutory responsibilities added since 1990 in the Code of Virginia include the following:" followed by a table with columns "Code Section", "Chapter No.", and "Description". The table has one row with the value "1992" under "Code Section" and "§ 2.2-1509" under "Description". The second text input area is titled "Summary of Current Productivity:" and contains the text: "The fact that DPB continues to meet all of its responsibilities despite a 38.5 percent reduction in staff since 1990 and the addition of 15 new statutory responsibilities—some of which are significant new initiatives requiring considerable resources in terms of personnel and costs—attests to a high level of productivity. The Department has been able to use technology effectively to develop web-based applications for budget and regulatory submissions as well as off-the-shelf and in-house systems for analysis and financial transactions. DPB also provides a formal training program for staff, using in-house resources." At the bottom left of the form is a "Save Changes" button.

- The Executive Progress Report section consists of seven text blocks spread over three tabs.
- The first tab (shown above) is where you will enter the agency summary of current service performance and current productivity.
- The second tab (not shown) is where you will enter the agency summary of major initiatives and related progress, Virginia ranking and trends, and customer trends and coverage. The second tab under “customer trends” is where you will add information regarding the impact of the aging population on agencies (see below)
- The third tab (not shown) is where you will enter the agency summary of future direction, expectations, and priorities as well as potential impediments.
- For more information on the definition of the items contained in this section, the Agency Planning Handbook.

### Impact of Aging Population on Agencies

- A requirement was enacted in 2006 that each agency shall include in its strategic plan “(a)n analysis of the impact that the aging of the population will have on its ability to deliver services and a description of how the agency is responding to these changes.” (VA Code § 2.2-5510.A.4)
- It was amended in 2007, i.e., “Each agency shall report by November 15 of each year to the Department for the Aging its progress in addressing the impact of the aging of the population, according to guidance established by the Secretary of Health and Human Resources. Based upon information received, the Department for the Aging shall prepare a report summarizing the



*progress made by the agencies and submit such report to the Governor and the General Assembly by June 30 of the following year.”*

- The Virginia Department of Aging (VDA) will send instructions for completing the analysis to agencies by mid-September.
- Completed reports are to be sent from agencies to VDA.
- The analysis should be included in the Executive Progress Report - Customer Trends & Coverage section of the agency strategic plan.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Agency Service Area List

Please review your agency service area list. Any required changes **MUST** be discussed with and approved by your DPB budget analyst prior to making any changes.

Home | Agency Performance | State Agency State Agency Page

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision | Values (optional) | Executive Progress Report | **Service Area List** | Background Information | Goals

**List of Service Areas**  
(3-digit agency code plus 5-digit program-subprogram code) Click the "Go!" button to jump to that Service Area Plan

Number	Service Area Title	
12271502	Budget Development and Budget Execution Services	<input type="button" value="Go"/>
12271504	Legislation and Executive Order Review Service	<input type="button" value="Go"/>
12271505	Forecasting and Regulatory Review Service	<input type="button" value="Go"/>
12271506	Program Evaluation Service	<input type="button" value="Go"/>
12271598	Administrative Services	<input type="button" value="Go"/>

## **Agency Background Information**

Please review your agency background information for clarity and to ensure it accurately reflects your agency.

The screenshot displays a web application interface for the Department of Planning and Budget. At the top, there is a navigation bar with links for Home, Agency Performance, and State Agency. The main heading is "Agency Strategic Plan" followed by "Department of Planning and Budget". Below this, there is a horizontal menu with tabs for Mission and Vision, Values (optional), Executive Progress Report, Service Area List, Background Information (which is highlighted), and Goals. Under the Background Information tab, there is a sub-menu with tabs for Statutory Authority (highlighted), Customers, Partners, Products and Services, Finance, Human Resources, Info Tech, and Capital. The Statutory Authority section contains a text area with the following content: "Title 2.2, Chapter 15; Title 2.2, Chapter 26, Article 8; and Executive Order 21 (2002)" followed by a paragraph: "The Department of Planning and Budget was created by statute in 1976, merging previously existing budget and planning agencies. Sections 2.2-1500 through 2.2-1510 of the Code of Virginia establish the agency and set forth the powers and duties of the Department and the director, the requirements for submitting the executive budget to the General Assembly, and the requirements for submitting the Budget Bill. Section 2.2-1501 of the Code specifically assigns the following responsibilities to DPB:" and a bulleted list item: "• Development and direction of an integrated policy analysis, planning, and budgeting process within". A "Save Changes" button is located at the bottom of the text area.

- The agency background information contains a number of tabs for each sub-section. These sub-sections include; statutory authority, customers, partners (optional), products and services, human resource summary, information technology summary, capital investment summary, and the agency financial summary.
- As mentioned previously, many of these sub-sections include tabs that must be navigated through in order to enter the information required.

### **Agency Background Information: Statutory Authority**

Please review your agency statutory authority for accuracy. Please update any Code references to reflect current law.

- The statutory authority section is where a description of the Federal Code, Code of Virginia, or any other source that gives the agency its authority and mandate in law should be provided.

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**

## Agency Background Information: Customers

Please review your agency customer background information to ensure the list accurately reflects all agency customers.

Home | Agency Performance | State Agency State Agency Page

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision | Values (optional) | Executive Progress Report | Service Area List | **Background Information** | Goals

Statutory Authority | **Customers** | Partners | Products and Services | Finance | Human Resources | Info Tech | Capital

**Agency Customer Base Listing** | Anticipated Changes To Agency Customer Base

Enter Customer Group	Customers served annually	Potential customers annually	
Commonwealth Competition Council (members)	0	15	<input type="button" value="Delete"/>
Council on Virginia's Future (members)	17	17	<input type="button" value="Delete"/>
DPB staff	62	62	<input type="button" value="Delete"/>
General Assembly (money committee) staff	16	16	<input type="button" value="Delete"/>

The agency customer base section has two tabs. The first tab (shown above) is a listing of each separate customer group at the agency level. Included in this listing is a short title of the customer group, the approximate number of customers served annually, and the approximate number of potential customers.

Home | Agency Performance | State Agency State Agency Pag

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision | Values (optional) | Executive Progress Report | Service Area List | **Background Information** | Goals

Statutory Authority | **Customers** | Partners | Products and Services | Finance | Human Resources | Info Tech | Capital

Agency Customer Base Listing | **Anticipated Changes To Agency Customer Base**

Describe any Anticipated Changes to the Agency Customer Base:

The second tab of the agency customers section (shown above) is where you will describe any anticipated changes to your agency's customer base.

***Please note: prior to advancing to a new tab you MUST press the "SAVE" button at the bottom of each individual page.***

## **Agency Background Information: Partners (Optional)**

*Please review your agency partner information to ensure accuracy. If you did not include partner information in your original submission, you may do so at this time.*

The screenshot shows a web application interface for the "Agency Strategic Plan" under the "Department of Planning and Budget". The page is titled "State Agency Page". The navigation menu includes "Mission and Vision", "Values (optional)", "Executive Progress Report", "Service Area List", "Background Information" (which is highlighted), and "Goals". Below this, there is a sub-menu with "Statutory Authority", "Customers", "Partners" (highlighted), "Products and Services", "Finance", "Human Resources", "Info Tech", and "Capital". The main content area contains a form with a table header for "Partners". The table has two columns: "Partner" and "Describe the Partnership". There are two buttons: "Add a value" and "Save Changes". At the bottom of the page, there is a footer with the text "Council on Virginia's Future, © COV 2007", links for "Site Credits", "Web Policy", and "Contact Us", and the note "WAI compliant".

The Partners section is optional. If you choose to complete this section, it is where you would list other agencies/organizations that aid your agency in the accomplishment of its mission. For each partner, you should include the title of the partner and a brief description of the partnership.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Agency Background Information: Products and Services

Please review your agency products and services for clarity and to ensure they properly reflect your agency.

The screenshot displays the 'Agency Strategic Plan' interface for the 'Department of Planning and Budget'. The 'Background Information' tab is selected, and within it, the 'Products and Services' sub-tab is active. The interface contains three text input fields with the following content:

- Describe the Agency's Products and/or Services:**  
The budget document, one of the two most significant products of DPB, will need to be both substantially revised to meet the requirements of the Government Performance and Results Act and the Taxpayer's Budget Bill of Rights. In addition, new internal processes must be developed to produce the required new information for performance management, and results-based budgetary and regulatory impact assessments.
- Describe Factors Impacting Agency Products and/or Services:**  
The budget document, one of the two most significant products of DPB, will need to be both substantially revised to meet the requirements of the Government Performance and Results Act and the Taxpayer's Budget Bill of Rights. In addition, new internal processes must be developed to produce the required new information for performance management, and results-based budgetary and regulatory impact assessments.
- Describe Any Anticipated Changes in Products or Services:**  
DPB expects it will need to continue to develop additional internal processes and automated systems to meet its changing statutory requirements.

The agency products and services section is intended for you to describe in general, the actions taken by the agency to fulfill its mission or the items produced by the agency for its customers. The agency products and services section consists of three narrative fields;

- A narrative description of the agency products and services.
- A description of the factors impacting agency products and services.
- A description of potential or anticipated changes to agency products and services.

***Please note: prior to advancing to a new tab you MUST press the "SAVE" button at the bottom of each individual page.***

## **Agency Background Information: Human Resources**

*Please review your agency human resource information for clarity and to ensure it accurately reflects your agency.*

The agency human resource section is intended for you to provide an overview of the agency workforce, factors impacting the workforce, anticipated changes, and the overall composition of the agency workforce. Most of this information will be provided through narrative descriptions which can be found on the first three tabs. The last tab is where you will provide the composition of the agency workforce.

The screenshot displays a web interface for the 'Agency Strategic Plan' of the 'Department of Planning and Budget'. The navigation menu includes 'Mission and Vision', 'Values (optional)', 'Executive Progress Report', 'Service Area List', 'Background Information', and 'Goals'. The 'Background Information' section is active, with sub-tabs for 'Statutory Authority', 'Customers', 'Partners', 'Products and Services', 'Finance', 'Human Resources', 'Info Tech', and 'Capital'. The 'Human Resources' sub-tab is selected, showing further sub-tabs: 'Human Resources Overview', 'Human Resource Levels', 'Factors Impacting HR', and 'Anticipated HR Changes'. The 'Human Resources Overview' tab is active, containing a text area with the following text: 'Provide a narrative overview of the agency work force: In fiscal year 2006, the Department of Planning and Budget had 66 authorized general fund positions, with 55 of those positions filled on July 1, 2005. DPB consists of 10 divisions and is located in Richmond, Virginia. Position categories and staff percentages follow.' Below this text is a table with two columns: 'Position Categories' and 'Percent of Employees in Each Category'. The table contains one row: 'Planning and policy analysts' with a value of '65'. A 'Save Changes' button is located at the bottom of the form.

Position Categories	Percent of Employees in Each Category
Planning and policy analysts	65

As mentioned previously, the last tab of the human resources section (shown above) is where you will provide the composition of the agency workforce. Specifically, you will provide the full-time equivalent (FTE) position count of filled employees in each of the categories listed. In addition, you must also provide the effective date for the information provided.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***



## Agency Background Information: Information Technology

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision	Values (optional)	Executive Progress Report	Service Area List	Background Information	Goals		
Statutory Authority	Customers	Partners	Products and Services	Finance	Human Resources	Info Tech	Capital
IT Current State and Issues	Factors Impacting IT	Anticipated IT Changes	IT Base Budget	Proposed IT Investments	Projected Total IT Budget		

Provide a narrative overview of the current state of IT in the agency:

There will likely be some carryover with regard to DPB's 2004-2006 enterprise application Public-Private Education Facilities and Infrastructure Act (PPEA) project, especially if the project moves from the "prove it" phase to the "do it" phase. The project is business-driven, with a focus on identifying duplicative processes across state government and evaluating how they may be re-engineered to increase efficiency and productivity at reduced cost. Specifically, the project will concentrate on administrative, financial, human resource, and supply chain business applications. Depending on progress, the estimated cost for the project is between \$1.2 million and \$1.9 million, some of which may carry into the 2006-2008 biennium.

The first three tabs of the agency information technology section are intended for you to provide a narrative overview of the current state of information technology (IT) in your agency, the factors impacting IT, and anticipated changes to agency IT. The fourth tab (see next page) is intended for you to provide a summary of the potential cost of proposed IT projects and procurements.

Home | Agency Performance | State Agency State Agency Page

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision | Values (optional) | Executive Progress Report | Service Area List | **Background Information** | Goals

Statutory Authority | Customers | Partners | Products and Services | Finance | Human Resources | **Info Tech** | Capital

IT Current State and Issues | Factors Impacting IT | Anticipated IT Changes | **IT Current Services** | Proposed IT Investments | Projected Total IT Budget

	Cost - Year 1		Cost - Year 2	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
VITA Service Fees (Infrastructure Costs)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Specialized Infrastructure Costs (out of scope to VITA)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Application Costs (out of scope to VITA)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Agency IT Current Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Bottom row computes when you click on save

The fourth tab of the agency information technology section is where you will enter your current IT current services.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

Home | Agency Performance | State Agency State Agency Pag

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision | Values (optional) | Executive Progress Report | Service Area List | **Background Information** | Goals

Statutory Authority | Customers | Partners | Products and Services | Finance | Human Resources | **Info Tech** | Capital

IT Current State and Issues | Factors Impacting IT | Anticipated IT Changes | IT Current Services | **Proposed IT Investments** | Projected Total IT Budget

	Cost - Year 1		Cost - Year 2	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Major IT Projects	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Major IT Projects	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Major IT Procurements	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-Major IT Procurements	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Proposed Changes to Agency IT Current Services	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Bottom row computes when you click on save

The fifth tab of the agency information technology section is where you will enter the total cost of proposed agency information technology projects and procurements. Detailed information about these proposed projects and procurements will be entered in the Commonwealth Agency Technology Strategic Planning Application (PROSIGHT) maintained by the Virginia Information Technologies Agency

The sixth tab (not shown) is a total of tabs four and five. This tabulation will be done automatically.

## Agency Background Information: Capital Investments

*Please review your agency capital investments for clarity and accuracy. If you have added or completed a capital investment, please update to accurately reflect.*

The screenshot displays a web application interface for the Department of Planning and Budget. At the top, there is a navigation bar with links for Home, Agency Performance, and State Agency, and a 'State Agency Page' label. Below this is the title 'Agency Strategic Plan' and 'Department of Planning and Budget'. A main menu contains several tabs: Mission and Vision, Values (optional), Executive Progress Report, Service Area List, Background Information (highlighted), and Goals. A secondary menu under 'Background Information' includes Statutory Authority, Customers, Partners, Products and Services, Finance, Human Resources, Info Tech, and Capital (highlighted). Under the 'Capital' tab, there are three sub-tabs: Current State of Capital Investments (highlighted), Factors Impacting Capital Investments, and Capital Investments Alignment. The 'Current State of Capital Investments' sub-tab contains a text area with the prompt 'Describe the current state of agency capital investments including any challenges or issues:' and a 'Save Changes' button at the bottom left.

The agency capital investment section includes three tabs intended for you to provide a narrative description of the current state of capital outlay in your agency, factors impacting capital outlay investment, and a discussion of how your proposed capital outlay plan supports the accomplishment of your agency’s mission and strategic direction. If your agency does not have capital projects and/or does not anticipate that it will, then you should not complete the capital section.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Agency Background Information: Financial Resources

Please review your agency financial resources for clarity and accuracy. Make sure to reflect any changes in appropriation or funding sources.

The screenshot shows a web application interface for the Department of Planning and Budget. At the top, there are navigation links: Home | Agency Performance | State Agency, and a State Agency Page link. The main heading is "Agency Strategic Plan" followed by "Department of Planning and Budget". Below this is a horizontal menu with tabs: Mission and Vision, Values (optional), Executive Progress Report, Service Area List, Background Information (highlighted), and Goals. Under "Background Information", there is a sub-menu with tabs: Statutory Authority, Customers, Partners, Products and Services, Finance (highlighted), Human Resources, Info Tech, and Capital. Within the "Finance" section, there are two sub-tabs: Financial Overview (highlighted) and Financial Breakdown. The "Financial Overview" tab contains a text area with the prompt "Enter Agency Financial Overview Narrative:". The text area contains the following text: "The Department of Planning and Budget is a central state agency primarily supported by the general fund. When excluding 1.4 million of general fund dollars allocated to the Council for Virginia's Future and the school efficiency reviews, approximately 89 percent of the Department's base budget supports personal services costs (i.e., salaries, wages, fringe benefits, and other staffing related costs). The Department also has an additional \$250,000 of nongeneral fund base budget appropriation dedicated to the Commonwealth Competition Council in each year of the biennium. This appropriation, when backed by savings generated through the Council, would". Below the text area is a "Save Changes" button.

The agency financial resources section can be found in the tab labeled “Finance”. In the first tab of the finance section, you will provide a narrative description of your agency’s budget to include the sources of agency funding. Although there are two tabs in the agency finance section, the only data entry necessary is on the first tab. The second tab (not shown) includes an agency level summation of the general and nongeneral fund dollar amounts entered under each Service Area Plan. This tab is included at the agency level for your information only.

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**

## Agency Goals

### Agency Goals: Goal Listing

Please review your agency goal listing for clarity and to ensure they properly reflect your agency. You may add or subtract agency goals as needed.

The screenshot shows a web application interface for managing agency goals. At the top, there is a breadcrumb trail: Home | Agency Performance | State Agency. The page title is "State Agency Page". Below this, the main heading is "Agency Strategic Plan" followed by "Department of Planning and Budget". A navigation bar contains several tabs: "Mission and Vision", "Values (optional)", "Executive Progress Report", "Service Area List", "Background Information", and "Goals" (which is highlighted in purple). Below the navigation bar, there is a form area. On the left, there is a button labeled "Add a Goal". To its right is a "Save Changes" button. The main content area is a table with four rows, each representing a goal. Each row has a "Goal Number" column with a dropdown menu (showing 1, 2, 3, 4) and an "Enter Goal" column with a text input field and a dropdown arrow. To the right of each goal statement are two buttons: "Delete" and "Details".

Goal Number	Enter Goal	Delete	Details
1	Protect the Commonwealth's fiscal integrity through state of the art financial management.	Delete	Details
2	Provide objective, accurate, and timely information with respect to planning, analysis.	Delete	Details
3	Continue to strengthen communications and relationships between DPB and state policy	Delete	Details
4	Ensure that DPB attracts and retains highly qualified and energetic individuals to carry out	Delete	Details

The agency goals section is just as its name implies. This is where you will list the agency's goals. Each entry will consist of a goal number and the actual goal statement. The goal number for each goal must be a unique number between one and 99. Once you have listed the agency goals, click on the button labeled "Details" to enter additional information about each goal. This button will take you to another form where you can enter information on the goal such as the alignment of the agency goal to the agency strategic direction and to statewide goals, as well as the optional entry of objectives for the agency goal.

Home | Agency Performance | State Agency State Agency Page

**Agency Strategic Plan**  
Department of Planning and Budget

Mission and Vision | Values (optional) | Executive Progress Report | Service Area List | Background Information | **Goals**

Agency Goal Details  
Goal Number: 1 - Protect the Commonwealth's fiscal integrity through state of the art financial management.

**Goal Summary and Alignment** | Goal Alignment to Statewide Goals | Goal Objective Listing (OPTIONAL) [Select a different Goal](#)

Provide a narrative overview of the goal, its purpose, and its alignment to the agency strategic direction:

After you click on the “Details” button of the agency goals listing the above form should open. This is where you will enter additional details about the specific goal selected. At any time, you can click on the button labeled “Choose Different Goal” to be taken back to the agency goals listing.

There are two areas on the agency goal details section that are required;

- The first required area is on the tab labeled “Goal Summary and Alignment Narrative”. This section consists of a narrative description of the goal and how the goal supports the agency mission and strategic direction.
- The second required section can be found under the “Goal Alignment to Statewide Goals” tab.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Agency Goals: Goal Objective Listing (Optional)

Please review your agency goal objective listing for clarity and to ensure they properly reflect your agency. If you did not include this in your original submission, you may opt to do so at this time.

The screenshot displays a web application interface for the Department of Planning and Budget. At the top, there is a navigation bar with 'Home | Agency Performance | State Agency' on the left and 'State Agency Page' on the right. Below this is the title 'Agency Strategic Plan' and 'Department of Planning and Budget'. A horizontal menu contains several tabs: 'Mission and Vision', 'Values (optional)', 'Executive Progress Report', 'Service Area List', 'Background Information', and 'Goals'. The 'Goals' tab is currently selected. Underneath, the 'Agency Goal Details' section shows 'Goal Number: 1 - Protect the Commonwealth's fiscal integrity through state of the art financial management.' Below this, another set of tabs includes 'Goal Summary and Alignment', 'Goal Alignment to Statewide Goals', and 'Goal Objective Listing (OPTIONAL)'. The 'Goal Objective Listing (OPTIONAL)' tab is selected. To the right of these tabs is a link that says 'Select a different Goal'. At the bottom of the page, there are two buttons: 'Add Objective' and 'Save Changes'. Below the buttons is a form field with the label 'Goal Objective Number Enter/Edit Goal Objective'.

At your option, you may enter objectives for your agency goals. Each objective for a specific goal should have a unique objective number and a simple objective statement. Once you have entered the optional goal objectives, you may click on the “Detail” button for each objective to enter optional performance measures and strategies for the goal objectives.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***



## **Agency Goals: Goal Objective Measures (Optional)**

*Please review your agency goal objective measures for clarity and to ensure they properly reflect your agency. If you did not include this in your original submission you may opt to do so at this time.*

The first tab of the goal objective detail form is where you may enter optional performance measure information for the goal objective. The items on this tab include:

- A unique sort order measure number (between one and 99).
- A Governor's Key check box. NOTE: This must only be checked if the measure has been approved as Key by the Governor's office.
- The measure type (the choices are input, output, and outcome). For definitions of the measure types, see the Agency Planning Handbook.
- Frequency of the measurement. (choices include monthly, quarterly, every six months, annually, biennial, and other). If "other" is selected, enter how often the measure is collected in the text box below the measure frequency drop-down box.
- Measure data source and calculation. This is where you will enter information on how the measure is calculated, and the source of the data. This is also where you should explain how and why the selected target level was chosen.
- Measure baseline. This is a description of the current state of the measure.
- Measure target. This is a description of the desired level of performance.

You can add more than one measure for an objective (or delete a measure) by using the buttons at the top of the form.

***Please note: prior to advancing to a new tab you MUST press the "SAVE" button at the bottom of each individual page.***

## Agency Goals: Goal Objective Strategies (Optional)

Please review your agency goal objective strategies for clarity and to ensure they properly reflect your agency. If you did not include this in your original submission, you may opt to do so at this time.

Mission and Vision Values (optional) Executive Progress Report Service Area List Background Information **Goals**

Agency Goal Details  
Goal Number: 1 - Protect the Commonwealth's fiscal integrity through state of the art financial management.

Goal Summary and Alignment Goal Alignment to Statewide Goals **Goal Objective Listing (OPTIONAL)** [Select a different Goal](#)

Agency Goal Objective Details  
Goal Objective: 1 - test

Goal Objective Strategies **Goal Objective Measures** [Select a different Goal Objective](#)

Measure  
**1** [Add Measure](#)

Measure Title

Sort Order  Governor's Key

Measure Type

Measure Frequency

**DELETE**

Describe the Measure Data Source and Calculation

Frequency Comment

Describe the Measure Baseline

The optional goal objective strategies section is where you may list the activities and/or actions that support the accomplishment of the goal objective. Each strategy should be a simple and brief statement of the planned action/activity.

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**

## Agency Goal: Goal Commonwealth Preparedness (Required)

As mandated by Executive Order 44 (2007), the Commonwealth of Virginia must be prepared for both man-made and natural disasters. State government is obligated to stand at the forefront of a response to any disaster or emergency by taking appropriate steps to protect the lives of the Commonwealth's citizens and to provide for their well being. Furthermore, affirms each agency's responsibility, under the guidance of their Emergency Coordination Officer, to actively plan, train, and act in the interest of the protection of the citizens of the Commonwealth and its infrastructure.

The development of these efforts will promote and sustain a culture of preparedness within each agency, across state government, and throughout the Commonwealth. Preparedness is defined as the range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Each agency must add the Goal, Objective, Measure, Strategies, and Guidelines below into the agency's strategic plans. The screen shot below indicates where you should enter this information.

The screenshot shows the 'Virginia Performs' website interface for an agency's strategic plan. The page title is 'Agency Strategic Plan' under the 'Department of Planning and Budget'. A navigation menu includes 'Mission and Vision', 'Values (optional)', 'Executive Progress Report', 'Service Area List', 'Background Information', and 'Goals' (which is highlighted). Below the menu is a table with columns for 'Goal Number' and 'Enter Goal'. There are 'Add a Goal' and 'Save Changes' buttons. The table lists four goals:

Goal Number	Enter Goal	Delete	Details
1	Protect the Commonwealth's fiscal integrity through state of the art financial management.	Delete	Details
2	Provide objective, accurate, and timely information with respect to planning, analysis.	Delete	Details
3	Continue to strengthen communications and relationships between DPB and state policy	Delete	Details
4	Ensure that DPB attracts and retains highly qualified and energetic individuals to carry out	Delete	Details

**Goal:** We will strengthen the culture of preparedness across state agencies, their employees and customers.

### Goal Summary and Alignment:

This goal ensures compliance with federal and state regulations, polices and procedures for Commonwealth preparedness, as well as guidelines promulgated by the Assistant to the Governor for Commonwealth Preparedness, in collaboration with the Governor's Cabinet, the Commonwealth

Preparedness Working Group, the Department of Planning and Budget and the Council on Virginia's Future. The goal supports achievement of the Commonwealth's statewide goal of protecting the public's safety and security, ensuring a fair and effective system of justice and providing a prepared response to emergencies and disasters of all kinds.

**Objective:** We will be prepared to act in the interest of the citizens of the Commonwealth and its infrastructure during emergency situations by actively planning and training both as an agency and as individuals.

**This Objective Has The Following Measure(s):**

- **Measure 1**

We will assess our agency's Continuity of Operations Plan (COOP) and determine an assessment score that reflects the percentage of 24 COOP requirements that our agency has completed. Our aim is to achieve a minimum of 75% compliance for our first assessment in 2007 and improve by 5% each year thereafter.

**Measure Type:** Outcome

**Measure Frequency:** Annually

**Measure Baseline:** 2007 COOP Assessment Results (% out of 100)

**Measure Target:** Minimum of 75% or, if at 75%, increase the average by 5% each year

**Data Source and Calculation:**

The COOP Assessment Review is a 24-component assessment tool that helps measure the viability of a COOP Plan. Assessment conducted in coordination with the Virginia Department of Emergency Management.

**This Objective Has the Following Strategies:**

- The agency Emergency Coordination Officer will stay in continuous communication with the Office of Commonwealth Preparedness and the Virginia Department of Emergency Management.

*The following is a guideline for each agency to develop their own/unique strategy.*

The agency will determine preparedness enhancements needed at the agency level from federal and state guidance and from comparison of current capability and then distribute funding to meet target increases.

## SERVICE AREA PLAN FORM

When you select Service Area Plans from the button on the database start screen, you will see a smaller pop-up window like the one below. To select the service area plan you want to go to, click on the dropdown box, select the service area, and then click the button labeled “Go to Service Area”.

The screenshot shows the Virginia Performs website interface. At the top, there is a navigation bar with "Virginia.gov" and links for "Online Services", "Help", "Governor", and "General Assembly". The main header features the "Virginia Performs" logo and the slogan "VISION FOCUS RESULTS". To the right of the logo, there are links for "Key Objectives at a Glance" and "Executive Branch Agencies" next to an icon of a classical building.

Below the header, there is a breadcrumb trail: "Home | Agency Performance | State Agency". The user is logged in as "[ dpbdb ]". A sidebar on the left contains links for "State Agency Page", "Help & Instructions", "Edit Account", and "Log off".

The main content area is titled "Agency Strategic Plan and Service Area Plans" and is for the "Department of Planning and Budget (122)". It lists three options with radio buttons: "Agency Strategic Plan", "Service Area Strategic Plans", and "Reports". Under "Service Area Strategic Plans", there is a dropdown menu currently showing "12271502: Budget Development and Budget Execution Services" and a "Go To Service Area" button.

At the bottom of the page, there is a footer with the text "Council on Virginia's Future, © COV 2007" and links for "Site Credits", "Web Policy", and "Contact Us". It also states "WAI compliant".

## Service Area Description

Please review each of your service area description(s) for clarity and to ensure they properly reflect your agency. Any service area additions or subtractions must be approved by your DPB analyst.

The first tab under the service area plan form is where you will provide a brief overview of the service area and its purpose.

Home | Agency Performance | State Agency State Agency Page

**Service Area Strategic Plan**

Department of Planning and Budget

**Budget Development and Budget Execution Services [12271502]**

**Description** | Background Information and Resources | Service Area Objectives [Select a different Service Area](#)

Provide a Description of this Service Area:

This service area consists of two components – budget development and budget execution. The two work in tandem to produce Virginia's biennial budget and subsequent amended budgets. Each one is described below in detail and mandated by Section 2.2-1501 of the Code of Virginia. Both include operating and capital budgets.

Budget development is the methodical process used to create the Governor's executive budget. In general, the biennial budget development process begins in spring with the preparation of budget instructions for state

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**

## Service Area Background Information

Please review the background information for each of your service areas for clarity and to ensure they properly reflect your agency.

The second main tab on the service area plan is where you will enter the various categories of background information for the service area. Much of this background information is similar to the agency level information included in the strategic plan. The main difference is that the background information at the service area level will only pertain to that service area.

## Service Area Background: Mission Alignment and Authority

Please review the mission alignment and authority for each of your service areas for clarity and to ensure they properly reflect your agency.

The screenshot displays the 'Service Area Strategic Plan' interface. At the top, it identifies the 'Department of Planning and Budget' and the 'Budget Development and Budget Execution Services [12271502]'. Below this, there are three main tabs: 'Description', 'Background Information and Resources' (which is selected), and 'Service Area Objectives'. A link 'Select a different Service Area' is visible on the right. Under the 'Background Information and Resources' tab, there are sub-tabs: 'Mission Alignment and Authority' (selected), 'Customers', 'Partners', 'Products and Services', 'Finance', and 'Human Resources'. The 'Mission Alignment and Authority' sub-tab contains two text input fields. The first field is labeled 'Describe how this service supports the agency mission:' and is currently empty. The second field is labeled 'Describe the Statutory Authority of this Service:' and contains the following text: 'Title 2.2, Chapter 15 and Chapter 26. Article 8, Code of Virginia' followed by a bullet point: '• Budget development is the methodical process used to create the Governor's executive budget. In general, the biennial budget development process begins in the spring with the preparation of budget instructions for state agencies. This initial phase is followed by a second in September or October whereby funding requests for new initiatives are submitted by state agencies to the Department of Planning and Budget (DPB) for analysis and evaluation. This second phase also requires DPB staff to make forecasts of major'. At the bottom left of the form is a 'Save Changes' button.

The first tab on the service area background section is where you will enter information on how the service area supports the mission and strategic direction of the agency. In addition, the second field of this tab is where you will enter any statutory which governs the activities of the service area or places requirements on the service area.

**Please note:** prior to advancing to a new tab you **MUST** press the “SAVE” button at the bottom of each individual page.

## Service Area Background: Customers

Please review the customer information for each of your service areas for clarity and to ensure they properly reflect your agency. You may add or subtract customers if needed.

The screenshot displays the 'Service Area Strategic Plan' interface. At the top, it identifies the 'Department of Planning and Budget' and 'Budget Development and Budget Execution Services [12271502]'. The main navigation bar includes 'Description', 'Background Information and Resources' (which is highlighted), and 'Service Area Objectives'. A link 'Select a different Service Area' is located on the right. Below this, a secondary navigation bar shows 'Mission Alignment and Authority', 'Customers' (highlighted), 'Partners', 'Products and Services', 'Finance', and 'Human Resources'. The 'Agency Customer Base Listing' tab is active, with a sub-tab 'Anticipated Changes To Agency Customer Base'. The interface features an 'Add a Customer' button and a 'Save Changes' button. A table lists customer information with columns for 'Agency Customer Group', 'Customer', 'Customers served annually', and 'Potential customers annually'. A 'Delete' button is positioned to the right of each row. The current entry shows 'Commonwealth Competition Cour' as the group and 'test1' as the customer, with both 'Customers served annually' and 'Potential customers annually' set to 0.

Agency Customer Group	Customer	Customers served annually	Potential customers annually	
Commonwealth Competition Cour	test1	0	0	Delete

The service area customers section is almost identical to the agency level customer section. The difference is that at the service area level, you are being asked to select the agency customer group that the service area customer belongs with. In some cases, the title you use for a service area customer may be identical to the title used for the corresponding agency level customer group. In other cases, you may want to include a more specific title at the service area level.

Other than the agency customer group drop-down box, the data entry for the service area customer listing is identical to the agency level customer listing. This includes the discussion on anticipated changes to the service area customers (second tab in the service are customers section). Like in the agency level customer section, the anticipated changes to service area customers is a narrative field where you can describe in general, any anticipated changes to the customers of the service area. If no changes are anticipated, you may leave this narrative field blank.

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**



## Service Area Background: Partners (Optional)

Please review the partners information for each of your service areas for clarity and to ensure it properly reflects your agency. If you did not opt to provide partner information in your original submission you may do so at this time.

The screenshot shows a web application interface for a 'Service Area Strategic Plan'. The breadcrumb trail at the top reads 'Home | Agency Performance | State Agency'. The page title is 'Service Area Strategic Plan' and the sub-header is 'State Agency Page'. Below this, it identifies the 'Department of Planning and Budget' and the 'Budget Development and Budget Execution Services [12271502]'. A navigation bar contains tabs for 'Description', 'Background Information and Resources' (which is selected), and 'Service Area Objectives'. A secondary navigation bar includes 'Mission Alignment and Authority', 'Customers', 'Partners' (selected), 'Products and Services', 'Finance', and 'Human Resources'. At the bottom of the interface, there is an 'Add a value' button, a text input field containing the word 'Partner', a 'Describe the Partnership' label, and a 'Save Changes' button. A link 'Select a different Service Ar' is visible on the right side.

The service area partners section is optional. If you choose to complete this section, it is where you would list other agencies/organizations that aid the service area in the accomplishment of its objectives. For each partner, you should include the title of the partner and a brief description of the partnership.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Service Area Background: Products and Services

Please review the products and services information for each of your service areas for clarity and to ensure they properly reflect your agency.

Virginia Performs | VISION FOCUS RESULTS | Key Objectives at a Glance Executive Branch Agencies

Home | Agency Performance | State Agency | State Agency Page

**Service Area Strategic Plan**

Department of Planning and Budget  
Budget Development and Budget Execution Services [12271502]

Description | **Background Information and Resources** | Service Area Objectives | [Select a different Service Area](#)

Mission Alignment and Authority | Customers | Partners | **Products and Services** | Finance | Human Resources

**Service Area Products and Services Listing** | Anticipated Changes To and Factors Impacting Products and Services

Add a value | Save Changes

Enter Service Area Product or Service

The service area products and services section is intended to be a simple listing of the products produced and services performed by the service area. In addition to listing the service area products and services, this section also contains a discussion of factors impacting and anticipated changes to the service area products and services.

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**

The second tab of the service area products and services section is where you may provide a general discussion of the factors impacting products and services as well as anticipated changes to these products and services.

The screenshot displays a web application interface for a "Service Area Strategic Plan". At the top, it identifies the "Department of Planning and Budget" and the "Budget Development and Budget Execution Services [12271502]". The interface features a series of tabs: "Description", "Background Information and Resources", "Service Area Objectives", "Mission Alignment and Authority", "Customers", "Partners", "Products and Services", "Finance", and "Human Resources". The "Products and Services" tab is currently selected. Within this tab, there are two sub-sections: "Service Area Products and Services Listing" and "Anticipated Changes To and Factors Impacting Products and Services". The latter sub-section contains two text input areas. The first is labeled "Describe Factors Impacting the Products and/or Services of this Service Area:" and the second is labeled "Describe Any Anticipated Changes to the Products and/or Services of this Service Area:". Both input areas are currently empty and include vertical scroll bars on their right side. A link labeled "Select a different Service Area" is located in the upper right corner of the page.

## Service Area Background: Financial Resources

Please review the financial resources information for each of your service areas for clarity and to ensure they properly reflect your agency. Make sure to add or subtract any changes in financial resources.

**Service Area Strategic Plan**

Department of Planning and Budget  
**Budget Development and Budget Execution Services [12271502]**

Description **Background Information and Resources** Service Area Objectives [Select a different Service Area](#)

Mission Alignment and Authority Customers Partners Products and Services **Finance** Human Resources

Financial Overview **Financial Breakdown**

	Fiscal Year 2007		Fiscal Year 2008	
	General Fund	Nongeneral Fund	General Fund	Nongeneral Fund
Base Budget	\$4,782,861	\$0	\$4,782,861	\$0
Change To Base	\$0	\$0	\$0	\$0
<b>Service Area Total</b>	<b>\$4,782,861</b>	<b>\$0</b>	<b>\$4,782,861</b>	<b>\$0</b>

The service area financial resources section is where you will enter the budget amounts for each year, both general and nongeneral fund. See the Agency Planning Handbook for definitions of “Base Budget” and “Changes to Base”.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Service Area Background: Human Resources (Optional)

Please review the human resource information for each of your service areas for clarity and to ensure they properly reflect your agency. If you did not opt to provide this information in your original submission, you may do so now.

The screenshot displays the 'Service Area Strategic Plan' interface. At the top, it identifies the 'Department of Planning and Budget' and 'Budget Development and Budget Execution Services [12271502]'. Below this, there are three main tabs: 'Description', 'Background Information and Resources' (which is selected), and 'Service Area Objectives'. A link 'Select a different Service Area' is visible in the top right. Under the 'Background Information and Resources' tab, there are sub-tabs: 'Mission Alignment and Authority', 'Customers', 'Partners', 'Products and Services', 'Finance', and 'Human Resources' (which is selected). Within the 'Human Resources' sub-tab, there are four further sub-tabs: 'Human Resources Overview' (selected), 'Human Resource Levels', 'Factors Impacting HR', and 'Anticipated HR Changes'. The 'Human Resources Overview' sub-tab contains a text area with the prompt 'Provide a narrative overview of the service area work force:' and the text 'test' entered. A 'Save Changes' button is located at the bottom left of the text area.

The optional service area human resource section is where you may provide an overview of the service area workforce, factors impacting the workforce, anticipated changes, and the overall composition of the service area workforce. Most of this information will be provided through narrative descriptions which can be found on the first three tabs. The last tab is where you will provide the composition of the service area workforce.

**Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.**

## Service Area Objectives

### Service Area Objectives: Objective listing

Please review the objective listing for each of your service areas for clarity and to ensure they properly reflect your agency.

**Service Area Strategic Plan**

Department of Planning and Budget  
Budget Development and Budget Execution Services [12271502]

Description Background Information and Resources **Service Area Objectives** [Select a different Service Area](#)

Enter a unique priority number for each objective, enter the objective title, SAVE CHANGES, and then click on the "Details" button to provide a description, measures, and strategies for each objective:

Priority	Service Area Objective		
1	Develop a financially sound budget in which proposed recurring spending can be	Delete	Details
2	Ensure timely and accurate actions in executing the state budget.	Delete	Details
3	Conduct timely and comprehensive analyses of the federal budget.	Delete	Details

The service area objectives section is where you will list the objective or objectives for the service area. Each entry will consist of an objective priority number and a brief objective statement. The priority number (within a service area) for each objective must be a unique number between one and 99. Once you have listed the service area objectives, click on the button labeled "Details" to enter additional information about each objective. This button will take you to another form where you can enter information on the objective including a description of the objective, alignment of the objective to agency goals, performance measures, and strategies.

***Please note: prior to advancing to a new tab you MUST press the "SAVE" button at the bottom of each individual page.***

## Service Area Objectives: Objective Description

Please review the objective descriptions for each of your service area objectives for clarity and to ensure they properly reflect your agency.

The screenshot displays a web application interface for the 'Service Area Strategic Plan'. At the top, there is a navigation bar with 'Home | Agency Performance | State Agency' on the left and 'State Agency Pag' on the right. Below this, the title 'Service Area Strategic Plan' is centered. The page is for the 'Department of Planning and Budget' and specifically for 'Budget Development and Budget Execution Services [12271502]'. There are three tabs: 'Description', 'Background Information and Resources', and 'Service Area Objectives', with the last one being active. Under the 'Service Area Objectives' tab, there is a section for 'Service Objective Details' with the text: 'Develop a financially sound budget in which proposed recurring spending can be maintained by recurring revenue over time.' Below this, there are four sub-tabs: 'Service Area Objective Description' (active), 'Align to Agency Goals', 'Service Area Objective Measures', and 'Service Area Objective Strategies'. The 'Service Area Objective Description' sub-tab contains a text area with the prompt 'Describe this Service Area Objective:' and a large empty text box with a vertical scrollbar. At the bottom left of the form is a 'Save Changes' button.

After you click on the “Details” button of the service area objective listing (see previous page) the above form should open. This is where you will enter additional details about the specific objective selected. At any time, you can click on the button labeled “Change Objective” to be taken back to the service area objective listing (see previous page).

The first tab on the objective detail form is where you will enter a brief overview of the service area objective including its purpose.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## Service Area Objectives: Alignment

Please review the alignment of your service area objectives to agency goals.

The screenshot displays a web interface for a 'Service Area Strategic Plan'. At the top, it identifies the 'Department of Planning and Budget' and 'Budget Development and Budget Execution Services [12271502]'. Below this, there are four tabs: 'Description', 'Background Information and Resources', 'Service Area Objectives' (which is currently selected and highlighted in purple), and another unlabeled tab. Under the 'Service Area Objectives' tab, there is a section for 'Service Objective Details' with the text: 'Develop a financially sound budget in which proposed recurring spending can be maintained by recurring revenue over time.' Below this, there are four sub-tabs: 'Service Area Objective Description', 'Align to Agency Goals' (selected and highlighted in purple), 'Service Area Objective Measures', and 'Service Area Objective Strategies'. The 'Align to Agency Goals' sub-tab contains an 'Add a Goal' button on the left and a 'Save Changes' button on the right. Below these buttons, there is a table with two columns: 'Agency Goal' and 'Comments'. The 'Agency Goal' column has a dropdown menu with the selected item 'Continue to strengthen communications and relationship'. The 'Comments' column has an empty text input field with up and down arrow controls. A 'Delete' button is located to the right of the 'Comments' input field.

The second tab of the objective details form (labeled “Align to Agency Goals” is where you will identify the agency goal or goals that the service area objective supports. The agency goals should be selected in the available dropdown box and you may add an optional comment under each selected agency goal. To add or delete a goal alignment, use the buttons on the form.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***



## Key Measures and Objectives

### Key Objectives

Please review your agency key objectives as approved in Summer 2006 by the Governor's office. If you need to delete, add, or modify a key objective, please contact your Cabinet Secretary. Key objectives can not be modified without approval from the Governor's office. Once you have received approval, notify your DPB analyst and the field can be unlocked. Key Objectives must begin with "We will" and be followed by an action verb.

Service Area Strategic Plan

Department of Planning and Budget

Budget Development and Budget Execution Services [12271502]

Description Background Information and Resources **Service Area Objectives**

Service Objective Details

Develop a financially sound budget in which proposed recurring spending can be maintained by recurring revenue over time.

Service Area Objective Description Align to Agency Goals **Service Area Objective Measures** Service Area Objective Strategies

Measure

1 2 Add Measure

Measure Title

revenue is equal to or greater than recurring general fund spending. (Recurring general fund revenue divided by recurring general fund spending is equal to or greater than one.)

Sort Order 1

Measure Type Outcome

Measure Frequency Annual

Frequency Comment

DELETE

Governor's Key

Key Measure Summary

### Key Measures

Please review your key measures as approved in Summer 2006 by the Governor's office. If you need to delete, add, or modify a key measure, please contact your Cabinet Secretary. Key measures can not be modified without approval from the Governor's office. Once you have received approval, notify your DPB analyst and the field can be unlocked. Key measures must be written in a standard "key measure summary" format to inform others about how you will monitor your success in achieving the key objective and about the specific performance target you intent to achieve.

Data reported for key measures should be for FY 2007. Additions/modifications to key measures does not remove the reporting requirement for current key measures.

**Please note: prior to advancing to a new tab you MUST press the "SAVE" button at the bottom of each individual page.**

## **Service Area Objectives: Objective Measures**

*Please review the objective for each of your service areas for clarity and to ensure they properly reflect your agency.*

The third tab of the objective detail form (see previous page) is also where you will enter performance measure information for the service area objective. The items on this tab include:

- A unique measure number (between one and 99).
- A Governor's Key check box. NOTE: This must only be checked if the measure has been approved as Key by the Governor's office.
- The measure type (the choices are input, output, and outcome). For definitions of the measure types, see the Users Guide.
- Frequency of the measurement. (choices include monthly, quarterly, every six months, annually, biennial, and other). If "other" is selected, enter how often the measure is collected in the text box below the measure frequency drop-down box.
- Measure data source and calculation. This is where you will enter information on how the measure is calculated, and the source of the data. This is also where you should explain how and why the selected target level was chosen.
- Measure baseline. This is a description of the current state of the measure.
- Measure target. This is a description of the desired level of performance.

*Please note: prior to advancing to a new tab you **MUST** press the "SAVE" button at the bottom of each individual page.*

## Service Area Objectives: Objective Strategies

Please review the objective strategies for each of your service areas for clarity and to ensure they properly reflect your agency.

Home | Agency Performance | State Agency State Agency Page

**Service Area Strategic Plan**

Department of Planning and Budget  
Budget Development and Budget Execution Services [12271502]

Description Background Information and Resources **Service Area Objectives**

Service Objective Details  
Develop a financially sound budget in which proposed recurring spending can be maintained by recurring revenue over time.

Service Area Objective Description Align to Agency Goals Service Area Objective Measures **Service Area Objective Strategies**

Add a Strategy Save Changes

Strategy  Delete

The service area objective strategies section is where you will list the activities and/or actions that support the accomplishment of the service area objective. Each strategy should be a simple and brief statement of the planned action/activity.

***Please note: prior to advancing to a new tab you MUST press the “SAVE” button at the bottom of each individual page.***

## **SUBMITTING YOUR STRATEGIC PLAN**

Upon completion of your strategic plan, please contact your DPB budget analyst for further instruction. Please note that your Cabinet Secretary must approve your plan prior to submittal.