

Decision Package Prioritization

Overview

The purpose of the Decision Package Prioritization module is for an Agency Analyst or Agency Reviewer to rank the agency's decision packages prior to submitting them to DPB. This prioritization helps DPB and decision makers to assess the criticality of each request. All decision packages must be ranked prior to their submission to DPB. Please note you are only permitted to use whole numbers when prioritizing decision packages and the priorities must be unique.

Quick Guide

AGENCY ANALYST

1. Mouse over the Operating Budget Functional Area menu item and then mouse over Decision Package from the resulting dropdown menu. An additional menu will appear. Click on Decision Package Prioritization. The Decision Package Prioritization module will appear.

Operating Budget	Capital Budget	Budget Execution	Six Year Plans	Narrative	Rep
Base Budget Targets					
Base Budget Adjustment Preparation					
Bulk Base Budget Adjustments					
Base Budget					
Base Budget Adjustment					
Technical Adjustment					
Decision Package					Decision Packages
General Assembly Adjustment					Decision Package Prioritization
Supplemental Reporting					Decision Package Prioritization - DPB
Budget Reduction Strategy					Decision Package Bulk Approve
					Decision Package Prioritization - State

2. Follow the Decision Package Prioritization instructions.

AGENCY REVIEWER

1. Decision packages must be ranked prior to submission to DPB.
2. Mouse over the Operating Budget Functional Area menu item and then mouse over Decision Package from the resulting dropdown menu. An additional menu will appear. Click on Decision Package Prioritization. The Decision Package Prioritization module will appear.

Operating Budget	Capital Budget	Budget Execution	Six Year Plans	Narrative	Rep
Base Budget Targets					
Base Budget Adjustment Preparation					
Bulk Base Budget Adjustments					
Base Budget					
Base Budget Adjustment					
Technical Adjustment					
Decision Package					
General Assembly Adjustment					
Supplemental Reporting					
Budget Reduction Strategy					

- Follow the Decision Package Prioritization instructions.

Decision Package Prioritization

Overview


The purpose of the Decision Package Prioritization module is to allow an Agency Analyst or Agency Reviewer to rank their agency's decision packages prior to submitting them to DPB. The rank and biennial general fund and nongeneral fund impact is displayed for each decision package. An Agency Analyst or an Agency Reviewer may drag and drop decision packages to create a new decision package ranking for an agency. Decision packages must be ranked prior to submission to DPB.

Instructions

- Click on the **Filter by Agency** and select an agency to rank the decision packages for an agency.

Filter by Agency		
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- Confirm the **Biennium** for the decision packages.

Biennium	2010-2012	
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- To change the ranking of a decision package in the Decision Package Prioritization grid, click and hold on a decision package that should have a different rank. Move the decision package up or down using the mouse to insert the decision package at a higher or lower ranking. Then, release the mouse. The rankings of all decision packages will then be automatically adjusted. Re-rank as many decision packages as necessary until the desired ranking is achieved.

Decision Package Prioritization			
	Decision Package Title	FY 2011 GF Dollars	FY 2012 GF Dollars
2			
1			
3			

4. While working, if you would like to reload the rankings as they appeared upon the last save, click the **Reload** button.

Reload

5. Once the desired ranking is achieved, click the **Save Prioritization** button to save the decision package ranking for an agency.

Save Prioritization

Field Definitions

Field Name	Description
Agency	A popup field that allows for the selection of an agency and displays the decision packages for that agency.
Biennium	A read-only field that displays the biennium for the decision packages.
Decision Package Prioritization	A grid field that allows a user to drag and drop decision packages to create a new ranking and displays the general fund and nongeneral fund biennial impact.
Reload	A button that allows a user to reload the rankings as they appeared upon the last save.
Save Prioritization	A button that allows a user to save the decision package ranking.