

**STRATEGIC PLANS,
PERFORMANCE MEASURES, AND
EXECUTIVE PROGRESS REPORTS**

2016-2018 BIENNIUM

MARCH 7, 2017

INTRODUCTIONS, CONTACTS, AND A BRIEF UPDATE

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The DPB website has been updated and includes:

- An updated Strategic Planning Handbook
- Copies of Instructions
- A copy of this presentation
- An example of “Mission Alignment and Authority”
- FAQ’s will be posted and updated following each webinar

Visit <http://dpb.virginia.gov/sp/sp.cfm> for more details!!

TIMELINE

- Strategic plans and performance measure updates - April 14
- Executive Progress Reports – May 5
- Update Financials - TBA

WHO DOES WHAT AND WHEN?

Who

- **Agencies:** publishing strategic & service area plans
- **Agencies:** reporting & publishing all measure results
- **Analysts:** review & publish all changes to measures
- **Analysts:** review & publish all changes to EPRs

When

After review by DPB
budget analysts

Any time

After received by agency

After measures
published & EPR received
by agency

FAQ'S

- No system changes!!! Yippee!!!
- Agencies should **NOT** update their financial tables at this time. We are going to do this automatically (hopefully) once General Assembly adjustments are done, etc. STAY TUNED!
- Yes – this is the time agencies can propose changes to measures!
- Agencies **do not** have to have one measure linked per service area.
- Key measures are those measures that are in the Executive Agreements. Please discuss with your agency head. DPB is not involved in the development or approval of these measures.
- Yes – agencies are required to have one productivity measure.

TARGETS

Short Target: June 30, 2018

Long Target: June 30, 2020

Agencies do have the ability to add a user-defined target to address federal requirements, etc.

FOCUS

- Write good measures!
- Plans should be written based on current resources, capabilities, and authority, and are not aspirational. Accordingly, service area descriptions should focus on
 - How each service area will help your agency accomplish its mission in the 2016-2018 biennium.
 - How your agency plans to use current products and services—that the agency is presently authorized and funded to provide—to address your mission.
- Include relevant “authority” for each service area under the mission and alignment and authority heading, similar to what we did in the past, but topline.

AUTHORITY

- Authority for these purposes is defined as:
 - “the primary legal or regulatory mandate(s) that create responsibilities, or impose requirements, to provide products and services and expend funds.”
- Focus on primary sources, not an exhaustive list.
- This includes State and Federal law and regulation, as well as any other primary sources of authority.

EPR

Reminders

- Measures must be published by your DPB budget analyst before they will populate into your EPR.
- Do not update financials at this time.

Executive Progress Reports will likely be used as part of the transition documents for the incoming administration!