

## Strategic Plan and Performance Report Quick Reference Guide

Code Section	Definition	Guide
<b>Purposes</b>		
67-1901 (1)	Improve agency accountability	p. 1
67-1901 (2)	Increase ability of the Legislature to oversee and assess performance	p. 1
67-1901 (3)	Assist lawmakers with policy and budget decisions	p. 1
67-1901 (4)	Increase ability of state agencies to improve agency management, service delivery, and program effectiveness	p. 1
<b>Definitions</b>		
67-1902 (1) Agency	Department, board, commission, office, or institution except elected officials and the legislative and judicial branches	---
67-1902 (2) Benchmark	Desired or intended result for a given performance measure	p. 7
67-1902 (3) Core Function	Group of related activities that fulfill the responsibilities of the agency	p. 2
67-1902 (4) Goal	Broad, issue-oriented statement that reflects the priorities of the agency and specifies how the it will achieve its mission	p. 5
67-1902 (5) Major Division	Organizational group focused on meeting one or more of the agency's statutory responsibilities	---
67-1902 (6) Objective	Action that will be taken to achieve an agency goal	p. 5
67-1902 (7) Performance Measure	Quantifiable indicator of progress toward achieving a goal	p. 6
<b>Strategic Planning</b>		
67-1903 (1)	Major divisions and core functions	p. 2
67-1903 (1) (a)	Outcome-based vision or mission statement	p. 2,4
67-1903 (1) (b)	Goals for major divisions and core functions	p. 2,5
67-1903 (1) (c)	Objectives or tasks that indicate how the goals are to be achieved	p. 2,5
67-1903 (1) (d)	Performance measures that assess progress toward meeting goals	p. 2,6
67-1903 (1) (e)	Benchmarks for each performance measure and explanation of how measure was developed	p. 2,7
67-1903 (1) (f)	Key external factors beyond agency control	p. 2,7
67-1903 (2) Time Period	Four years forward and updated annually	p. 2
67-1903 (3) Consistency	Performance plan consistent with strategic plan	p. 2
67-1903 (4) Consultation	Consult with Legislature and other interested parties when creating the plan	p. 2
67-1903 (5) Public Records	Strategic plans are public records	---
<b>Performance Measurement</b>		
67-1904 (1) Due Dates	Submit each year as part of the budget request	p. 4
67-1904 (1) (a) Part I	Agency profiles include statutory authority, revenue and expenditures, number and type of cases managed, and key services provided	p. 2
67-1904 (1) (b) (i) Part II	No more than 10 measures tied to goals and strategies	p. 3
67-1904 (1) (b) (ii)	Results for four years	p. 3
67-1904 (1) (b) (iii)	Benchmarks for each year	p. 3,7
67-1904 (1) (b) (iv)	Explanations where needed	p. 3
67-1904 (1) (b) (v)	Director attestation of data accuracy	p. 3
67-1904 (2) Format	Reporting format to be determined by the Division of Financial Management	p. 3
67-1904 (3) Agency use of data	Review results, compare to benchmarks, and use for internal management purposes	p. 3
67-1904 (4) Maintain Reports	Maintain reports and documentation in support of data reported; information shall be kept for all four years of performance report	p. 3
67-1904 (5) Due date	Reports submitted to DFM and LSO by September 1 of each year	p. 8
67-1904 (6) LSO use of data	LSO may use information in Legislative Budget Book	p. 3
67-1904 (7) Presentation of data	Agencies shall present information to House and Senate germane committees annually	p. 3
67-1904 (8) Germane committee input	Germane committees may request alternative measures	p. 3
67-1904 (9) Germane committees to meet jointly	House and Senate germane committees should attempt to meet jointly for presentations	p. 3