

Department of Administration FY11 Zero-Based Budgeting

<p>Project Lead: Connie Smith</p> <p>Budget Lead: Connie Smith</p> <p>Code Research: Melissa Vandenberg</p> <p>Human Resources Lead: Rebecca Fry</p> <p>Director's Office Rep: Teresa Luna</p> <p>Administrative Support: Diane Blume</p>	<p style="text-align: center;">Program Work Groups</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><u>Purchasing</u>: Bill Burns Bobbi Eckerle Mark Little Kathy Uhling Duane Bogstie Bruce Hutchison</p> <p><u>Group</u>: Ted Roper Cynthia Ness Cindy Dickinson</p> </td> <td style="width: 33%; vertical-align: top;"> <p><u>Public Works</u>: Tim Mason Ric Johnston Jan Frew Linda Miller Robert Unrau Susan Drummond</p> <p><u>Risk</u>: Kit Coffin</p> <p><u>ISIF</u>: Ted Roper</p> <p><u>Rules</u>: Dennis Stevenson</p> </td> <td style="width: 33%; vertical-align: top;"> <p><u>OCIO</u>: Greg Zickau Carla Casper Terry Pobst-Martin Bill Farnsworth Gail Ewert</p> <p><u>OCFO/Dir</u>: Connie Smith Teresa Luna Diane Blume Marylou Daley Jennifer Pike</p> </td> </tr> </table>	<p><u>Purchasing</u>: Bill Burns Bobbi Eckerle Mark Little Kathy Uhling Duane Bogstie Bruce Hutchison</p> <p><u>Group</u>: Ted Roper Cynthia Ness Cindy Dickinson</p>	<p><u>Public Works</u>: Tim Mason Ric Johnston Jan Frew Linda Miller Robert Unrau Susan Drummond</p> <p><u>Risk</u>: Kit Coffin</p> <p><u>ISIF</u>: Ted Roper</p> <p><u>Rules</u>: Dennis Stevenson</p>	<p><u>OCIO</u>: Greg Zickau Carla Casper Terry Pobst-Martin Bill Farnsworth Gail Ewert</p> <p><u>OCFO/Dir</u>: Connie Smith Teresa Luna Diane Blume Marylou Daley Jennifer Pike</p>
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Timeline:

Objectives and Actions	Responsibility	Expected Completion Dates	Notes
1. Assign ZBB Implementation Team <ul style="list-style-type: none"> a) Chaired by the CFO with Upper Management Involvement b) Meet with DFM staff to discuss first step: "gap analysis process" c) Assign Program Teams 	Connie Administrators	7/1/08 ✓ 7/14/08 ✓ 8/6/08 ✓	Please have someone on your team to represent each budget index since each index will be scrutinized as part of this analysis.

<p>2. Gap Analysis/Cost Center Prioritization:</p> <p>a) August Meeting: Review Statutes, Rules, Mandates, Federal Requirements</p> <p>b) September Meeting: Status report by each team on 1) comprehensive list of activities using the attached Gap Tool, and 2) listing of minimum requirements for your entity based on Code, Rule, and Executive Order.</p> <p>c) October 6th Meeting: Report by each team on comprehensive list of responsibilities, minimum requirements based on Code, Rule, and Executive Order.</p> <p>d) October 24th Meeting: Status report from team members on gap analysis process. Start thinking how these gaps will be addressed in the program design.</p> <p>e) November 5th Meeting: Gap analysis to be turned into Connie (the blue spreadsheet). Report to group what the gaps are and how you propose they be handled (eliminated by statute change, request for more resources, elimination of tasks/services, etc.)</p> <p>f) November 17th Meeting: Provide a list to Connie of cost centers to be included in the FY2011 budget. Include a paragraph that describes the program. (department-wide list to be typed up after meeting and e-mailed to team for review prior to next meeting)</p>	<p>Melissa</p> <p>ZBB Team</p> <p>ZBB Team</p> <p>ZBB Team</p> <p>ZBB Team</p> <p>ZBB Team</p>	<p>8/6/08 ✓</p> <p>9/5/08 ✓</p> <p>10/6/08 ✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Gap Analysis is:</p> <ul style="list-style-type: none"> ▪ The identification of all responsibilities outlined in Code ▪ The identification of all responsibilities we have that are not outlined in Code ▪ How well are we carrying out our responsibilities based on <ul style="list-style-type: none"> National Benchmarks Strategic Plan/Performance Measures Meeting Demands ▪ Finally, what should we be doing? What responsibilities should stay, what should go, what should be added? <p>Waiting for DPW, DOP and part of OCIO's</p>
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<p>g) December 4th Meeting: Discuss final gap analysis and cost centers and what the plan will look like that is submitted to the Director.</p> <p>h) December 15th Meeting: Finalization of plan to be submitted to Director of agency gaps, cost centers, and recommended changes (legislation, service changes, etc.)</p> <p>i) January 7th Meeting: Meet with Director and finalize plan for FY2011.</p>	<p>ZBB Team</p> <p>ZBB Team</p> <p>ZBB Team with Director</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>3. Complete Decision Packages:</p> <p>a) February 24th: Connie/Diane to meet with David Hahn to discuss the next steps for submitting ZBB forms to DFM.</p> <p>b) March Meeting: Explain decision packages; agree on 3-year ZBB implementation schedule; establish action plan/assignments.</p> <p>d) April Meeting: Status meeting on business plans and decision package forms.</p> <p>e) May Meeting: Business plans due. Approve decision packages and cost center ranking.</p> <p>f) June Meeting: Meeting with Director for input/direction on package.</p> <p>g) June/July: Meet with DFM, LSO, Gov's Office to finalize package.</p>	<p>Connie, Diane, David Hahn</p> <p>ZBB Team</p> <p>ZBB Team</p> <p>ZBB Team</p> <p>ZBB Team with Director</p> <p>Connie, Diane</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

<p>4. Prepare FY2011 Budget/Legislative Packages:</p> <ul style="list-style-type: none"> a) June/July: Manager discussions/work on FY2011 Budget b) June/July: Prepare legislative packets. c) August 11th: Review Draft Budget d) August 20th: Review Final Budget e) August 28th: Submit FY2011 Zero-based Budget to DFM 	<p>Connie, Administrators, Melissa, Director</p> <p>Administrators, Director Connie</p>		
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