



State of Idaho

DIVISION OF FINANCIAL MANAGEMENT

Executive Office of the Governor

BRAD LITTLE
Governor

ALEX J. ADAMS
Administrator

April 24, 2023

MEMORANDUM

TO: Agency Directors
Fiscal Officers
Strategic Planning Coordinators

FROM: Alex J. Adams, Administrator
Division of Financial Management

Handwritten signature of Alex J. Adams in black ink.

SUBJECT: **Strategic Plan and Performance Reports Update**

Strategic Plan

Updated strategic plans are due to the Division of Financial Management on or before **July 7**. Updates should be in electronic format and submitted to info@dfm.idaho.gov by July 7. Strategic plans shall cover a minimum of four years forward including the fiscal year for which it is submitted "FY 2024 – FY 2027" (*Idaho Code 67-1903(2)*). All strategic plans will be posted to our web site <https://dfm.idaho.gov>.

Performance Reports

Performance reports providing data for FY 2023 will be due on or before **September 1** as part of your budget request. Performance report templates and instructions will be sent to your strategic planning coordinator and fiscal officer the week of June 5th. Please let your DFM analyst know directly if your agency's strategic planning contacts have changed.

DFM Guide

DFM's *Strategic Planning and Performance Report Guide*, as well as other training materials, can be found on our website at <https://dfm.idaho.gov/strategic-plans-and-performance-reports>. Please use these materials for reference when preparing the two documents. If you have any questions, please contact your DFM analyst.

Training

DFM will be offering a training webinar for agency staff on **May 25**. The training will cover development, use, and reporting of strategic plans and performance report information. This optional training will be beneficial for agency staff that have not participated in this process previously, or for those who would like to refresh their knowledge. Agency staff will have an opportunity to ask questions and seek advice or clarification. The link will be provided to agency directors via email to disseminate to their respective staff. The training will be recorded and will be posted to the DFM website for future reference.