



State of Idaho

DIVISION OF FINANCIAL MANAGEMENT

Executive Office of the Governor


BRAD LITTLE
Governor

ALEX J. ADAMS
Administrator

April 04, 2024

MEMORANDUM

TO: Agency Directors
Fiscal Officers
Strategic Planning Coordinators

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

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

Strategic Plan

Updated strategic plans are due to the Division of Financial Management on or before **July 5**. Updates should be in electronic format and submitted to info@dfm.idaho.gov by July 5. Strategic plans shall cover a minimum of four years forward including the fiscal year for which it is submitted "FY 2025 – FY 2028" (*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 2024 will be due on or before **August 30** 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 7th. *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 and guidance 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 provided a training in May 2023 that covers development, use, and reporting of strategic plans and performance report information. This 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. The training recording is posted to the DFM website, at <https://dfm.idaho.gov/strategic-plans-and-performance-reports/>.