

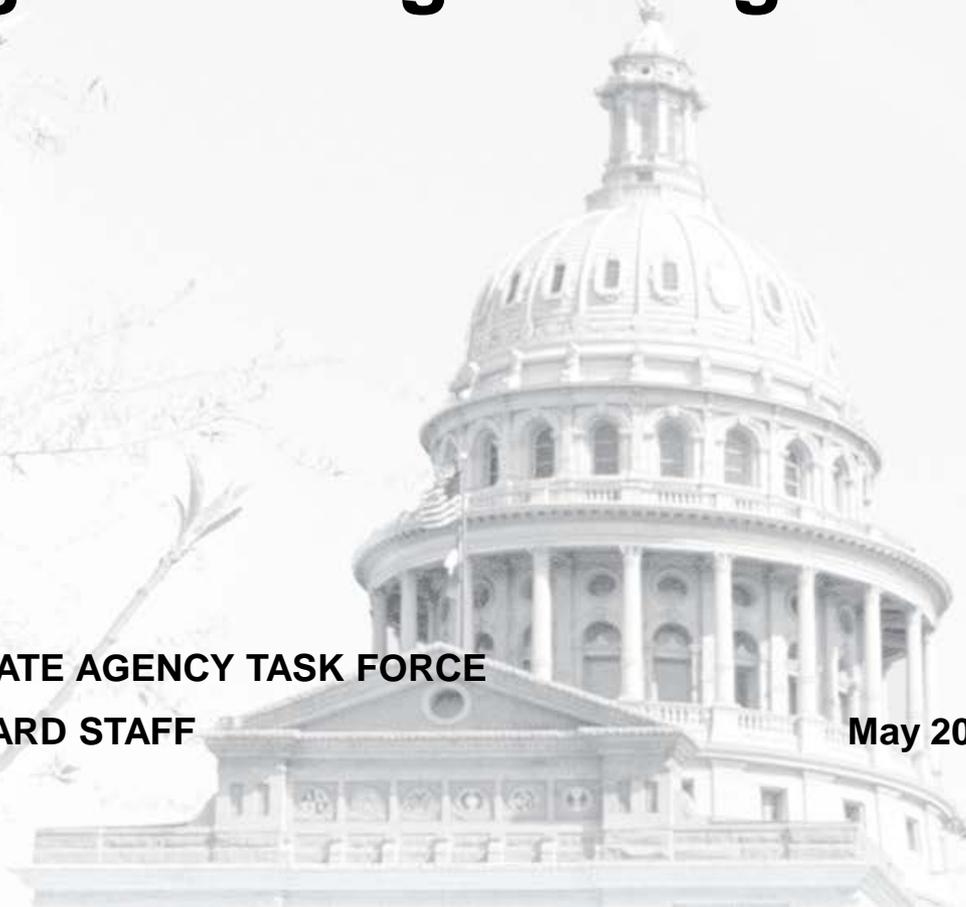


## LEGISLATIVE BUDGET BOARD

# Strategic Planning Training

**PRESENTED TO SMALL STATE AGENCY TASK FORCE  
LEGISLATIVE BUDGET BOARD STAFF**

**May 2016**



# Training Overview

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1. Purpose of Strategic Planning
2. Document Organization
3. Due Dates
4. Additional Resources
5. Questions

# Purpose of Strategic Plan

Strategic planning is a long-term and future-oriented process of assessment, goal setting, and decision making.

- Includes a multi-year view of objectives and strategies
- Influences future planning, resource allocation, and operating decisions
- Communicates agency goals, directions, and outcomes to the Governor, Legislature, agency employees, client and constituency groups, and the public

# Document Organization

## Strategic Plan

- Title Page
- Table of Contents
- Agency Mission
- Agency Goals and Action Plan
- Redundancies and Impediments

*Most agencies should be able to complete strategic plans in 20 or fewer pages. No agency should exceed 30 pages.*

**New/Revised Items**

# Document Organization

Appendix 1:

**AGENCY STRATEGIC PLAN**

**FISCAL YEARS 2017 TO 2021**

**BY**

**AGENCY, DEPARTMENT, BOARD, OR COMMISSION**

<b>Board Member</b>	<b>Dates of Term</b>	<b>Hometown</b>
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**DATE OF SUBMISSION**

**SIGNED:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

# Document Organization

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## Table of Contents:

Identifies all the strategic plan elements, appendices, and any additional materials.

## Agency Mission:

Identifies the reason for an agency's existence, succinctly identifying what the agency does, why, and for whom, grounded in enabling statute or constitutional provisions.

# Document Organization

## Agency Goal and Action Plan:

- Identifies core operational goals – the general ends toward which agencies direct their efforts
- Identifies how each goal supports the statewide vision and objectives
- Identifies key action items necessary to ensure the goal is accomplished

## Statewide Objectives

1. **Accountable to tax and fee payers of Texas.**
2. **Efficient by producing maximum results with no waste of taxpayer funds and by identifying any function or provision you consider redundant or not cost effective.**
3. **Effective by successfully fulfilling core functions, achieving performance measures, and implementing plans to continuously improve.**
4. **Providing excellent customer service.**
5. **Transparent such that agency actions can be understood by any Texan.**

# Document Organization

Appendix 2:

<b>AGENCY OPERATIONAL GOAL AND ACTION PLAN</b>
<b>SPECIFIC ACTION ITEMS TO ACHIEVE YOUR GOAL</b>
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p style="text-align: center;"><b>DESCRIBE HOW YOUR GOAL OR ACTION ITEMS SUPPORTS EACH STATEWIDE OBJECTIVE</b></p> <ol style="list-style-type: none"> <li>1. Accountable to tax and fee payers of Texas.</li> <li>2. Efficient such that maximum results are produced with a minimum waste of taxpayer funds, including through the elimination of redundant and non-core functions.</li> <li>3. Effective in successfully fulfilling core functions, measuring success in achieving performance measures and implementing plans to continuously improve.</li> <li>4. Providing excellent customer service.</li> <li>5. Transparent such that agency actions can be understood by any Texan.</li> </ol>
<b>DESCRIBE ANY OTHER CONSIDERATIONS RELEVANT TO YOUR GOAL OR ACTION ITEM</b>

**New/Revised Items**

# Document Organization

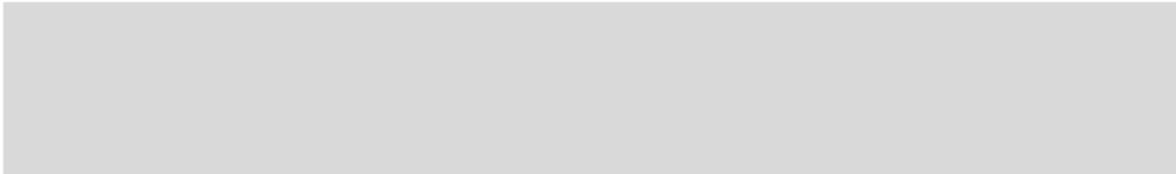
## Redundancies and Impediments:

- Identifies all services, state statutes, and state rules or regulations applicable to the agency that may result in barriers to the economic prosperity of Texans or make the agency less effective and efficient.
- Identifies any state services, state laws, and state regulations administered by the agency that are redundant, distract from the core mission, and/or produce workload costs that may exceed the initial assumptions.

### Appendix 4:

#### REDUNDANCIES AND IMPEDIMENTS

Service, Statute, Rule or Regulation (Provide Specific Citation if applicable)	Describe why the Service, Statute, Rule or Regulation is Resulting in Inefficient or Ineffective Agency Operations	Provide Agency Recommendation for Modification or Elimination	Describe the Estimated Cost Savings or Other Benefit Associated with Recommended Change
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**New/Revised Items**

# Document Organization

## Supplemental Schedules

- Budget Structure
- List of Measure Definitions
- Historically Underutilized Business Plan
- Statewide Capital Plan (*if applicable*)
- Health and Human Service Strategic Plan (*if applicable*)
- Agency Workforce Plan, and the Texas Workforce System Strategic Plan (*if applicable*)
- Report on Customer Service
- Assessment of Advisory Committees

**New/Revised Items**

# Due Dates

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Assessment of Advisory Committees – May 6

Report on Customer Service – June 1

Strategic Plan – June 24

**New/Revised Items**

# Additional Resources

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## Strategic Plan Instructions

Appendix 3: Strategic Plan Statutory Considerations

Appendix 7: Economic and Population Forecast

Appendix 10: Strategic Plan Distribution List

<http://www.lbb.state.tx.us/AgenciesPortal.aspx>



## LEGISLATIVE BUDGET BOARD

# Contact the LBB

Legislative Budget Board

[www.lbb.state.tx.us](http://www.lbb.state.tx.us)

512.463.1200