

Business Plan Submission:
Business Plan Report [ASE]
Training

Office of Management & Budget
December 2018

OMB
Management Planning & Performance Analysis
305-375-2319

Business Plan Report [ASE]

- **Organizational Strategic Plans** are commonly associated with setting long range goals.
- **Departmental business plans** are used to help us focus on those goals, ensuring organizational “alignment”.
- **Scorecards** track our movement toward those goals.
- Identifying the right objectives and measures, AND setting the right targets on our Scorecards answers the question:

*“What is our role in the Strategic Plan,
what is it specifically?”*

Business Plan Report [ASE] Checklist

Before beginning this Checklist, **print** your business plan report.

- 1.) Ensure issues mentioned in your narrative's Key Issues and Priority Initiatives are addressed on your Scorecard.
- 2.) Ensure the alignment of your Department objectives to the Strategic Plan objectives.
- 3.) Be sure your linked Strategic Plan objectives are owned by "Miami-Dade County" (not another department).
- 4.) Be sure targets are set and shown for 2 years out.
- 5.) Archive completed Initiatives and delink any unnecessary/unpopulated objects from your Scorecard.
- 6.) Ensure Owners/Measure Descriptions are up-to-date.
- 7.) Reprint your now-final business plan report, to be used for submission.

ASE Terminology

ActiveStrategy Objects

Definitions

Scorecard

Objective

Measure

Measure

Initiative

Objective

Measure

Measure

Initiative

A Scorecard is the tool used to see if you are “on track” to meeting your “objectives”

Objectives articulate what you want to achieve. They are usually in a verb-noun format. Examples are “Reduce response times”, Increase customer satisfaction”

Measures quantify your objectives, and are usually tracked against a target. Examples could be “% of claims processed within 3 calendar days” or “Customer satisfaction rate.”

Initiatives are “time-bound” projects that are put in place to help you achieve your targets. Examples could include “Conduct customer focus group” or “Issue RFP for new processing system.”

Measure and Target Concepts

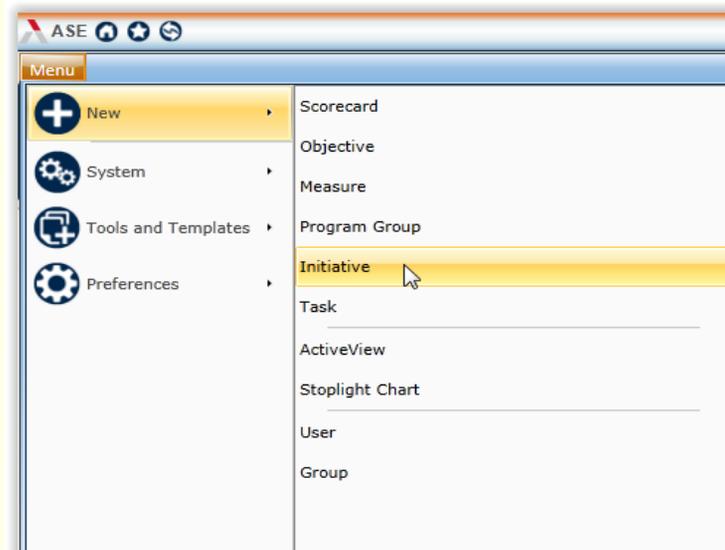
- Measures:
 - Type: Input, Output, Efficiency, Outcome
 - Frequency: FY Weekly, FY Monthly, FY Quarterly, FY Annually
 - Data: Single Value, Ratios, Rollups, Formulas
- Targets:
 - Target! (aspiration/outcome) vs. target (specification level)
 - Based on frequency and fiscal year
 - Can come from many places (in order of preference):
 - Strategic Plan, legislation, critical customer needs, comparative analysis, historical trends, managerial “wisdom”, blind ambition

1.) Ensure issues mentioned in your narrative's Key Issues and Priority Initiatives are addressed on your Scorecard.

If a key issue will affect performance, check the applicable department scorecard measure(s) affected and adjust the target for next two years as necessary.

If a new initiative is being considered, ensure it is on your scorecard. Determine what it should be linked to (a measure, an objective, straight to the scorecard). To create a new initiative:

From Scorecard or Measure, click Menu, New, Initiative.



Create an Initiative

The screenshot shows the 'Create Initiative' form with several annotations. A red box highlights the 'Information' tab. A red arrow points to the 'Name' field, which is annotated with a callout box containing the text 'Create: "[Name] Initiative"'. Another red arrow points to the 'Alert status report owners on' field, which is annotated with a callout box containing the text 'Set the Frequency for how often the Owner should provide Status Updates'. A third red arrow points to the 'Date Range' field, which is annotated with a callout box containing the text 'Set the Date Range in which the Initiative is scheduled to occur'. The form includes fields for Name, Description, Class, Priority, Type, Alert status report owners on, Date Range, Cost, Effort, and a table for Status Indicators.

Information Details Linked Objects Ownership

*Name: Private

Description:

Create: "[Name] Initiative"

*Class: Initiative Priority:

Type:

Alert status report owners on: <M/d/yyyy> 15 and every days thereafter.

Date Range: <M/d/yyyy> 15 To: <M/d/yyyy> 15

Cost: \$

Effort: Days

Set as Baseline: (Check the box to set the estimated values above to be the baseline of the initiative. Any previous baseline will be lost)

Status Indicators: (Select whether status report indicators will be manually entered or bubbled up from linked child objects.)

Indicator	Data Source
Budget	Manual <input type="text"/>
Timing	Manual <input type="text"/>
Quality	Manual <input type="text"/>
Risk	Manual <input type="text"/>
Scope	Manual <input type="text"/>

If you add an Initiative from an Objective or Measure Detail Page, it will automatically be linked.

Building it from the Orange Menu tab will create an Initiative not linked to any object.

Create Initiative (continued)

The screenshot shows the 'Create Initiative' window with the 'Details' tab selected. The 'Object Linker' pane on the left contains a tree view with categories like Program Groups, Initiatives, Tasks, and Templates. A red arrow points to the 'Details' tab, and another red arrow points to the '<NEW>' item in the 'Tasks' list. A text box explains that the 'Details' tab allows adding existing or new objects as children. Another text box explains that the '<NEW>' or existing object should be selected and dragged to the right. The main area shows a 'Phase Name' field set to 'Default' and a table with columns for Class, Name, Domain, Start, End, MIs, and Contr. Buttons for 'Save/New', 'Save', and 'Cancel' are at the bottom.

Details allows you to add existing or new objects as children, including other Initiatives, Tasks or Phases

Select and drag <NEW> or existing object to the right.

Class	Name	Domain	Start	End	MIs	Contr.
-------	------	--------	-------	-----	-----	--------

* = Required

Create Initiative (continued)

Information Details **Linked Objects** Ownership

Linker

Initiatives can be linked to all object types in ASE. If you add an Initiative from an Objective or Measure Detail Page, it will automatically be linked to that object.

Owned Objectives

John Doe's Test Objective

▶ Monitored Objectives (0)

▶ Direct Report (0)

▶ Group Objectives (0)

▶ Public Objectives (5272)

▶ Scorecards

ActiveViews
There are no linked items

Measures
There are no linked items

(1) Objectives
There are no linked items

Scorecards
There are no linked items

* = Required

Save/New Save Cancel

Select and drag objective to your initiative.

Create Initiative (continued)

Ownership Linker

er: Begins with...

- ▶ Direct Reports (0)
- ▶ Users (4871)
- ▶ Groups (75)

Use the filter to search for initiative participants. Click and drag their names to the right.

Users

Role	Display	Status Report Owner
er	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Groups

There are no linked groups

Save/New Save Cancel

Updating an Initiative

ActiveStrategy Enterprise 10

Welcome: Doe, John Logout

Menu Home

Action Item External Link Chart Edit & Link Set as Homepage Charts, Gauges & Pictures Change Email
Comment Picture Template Preferences Add to Favorites Status Gantt Chart Save Email
Attachment Gauge Subscribe Action Items Gantt Chart Save Print / PDF
Add Update View Layout Publish

Chooser

Filter: Contains

Program Groups

Initiatives

Owned Initiatives (1)

John Doe's Test Initiative

Monitored Initiatives (0)

Direct Reports Initiatives

Group Initiatives (21)

Public Initiatives (5134)

Archived Initiatives

Tasks

Templates

ActiveViews

Performance Management

Portfolio Management

Reports

Stoplight Charts

Initiative - John Doe's Test Initiative

Details Information Charts, Gauges & Pictures Linked Objects Commentary Attachments & Links Summary

Expand All Details Children

John Doe's Test Initiative

As Of: n/a Status: n/a % Complete: Budget: Timing: Quality: Risk: Scope: Owners: Doe, John

Start: 1/1/2012 End: 6/30/2012

Phase	Class	Name	As Of	Status	%	Est. Cost	Est. Effort	Act. Cost	Act. Effort	
Default	Task	Review	n/a	n/a		n/a	n/a	n/a	n/a	Doe, John
Default	Task	Act	n/a	n/a		n/a	n/a	n/a	n/a	Doe, John
Default	Task	Monitor Impact	n/a	n/a		n/a	n/a	n/a	n/a	Doe, John

From Initiative Detail Page,
Click on "Status" to provide an update
on the initiative

Alerts 11

Updating an Initiative

ActiveStrategy Enterprise 10

Welcome: Doe, John Logout

Menu Home

Action Item External Link Chart Edit & Link Set as Homepage Charts, Gauges & Pictures Change Save Email
Comment Picture Template Preferences Add to Favorites Status Gantt Chart View Layout Publish
Attachment Gauge Subscribe Action Items Restore Default Print / PDF

Chooser

Filter: Contains

Program Groups

Initiatives

Owned Initiatives

John Doe's Test Initiative

Monitored Initiatives

Direct Reports Initiatives

Group Initiatives

Public Initiatives

Archived Initiatives

Tasks

Templates

ActiveViews

Performance Management

Portfolio Management

Reports

Stoplight Charts

Create Status Report - John Doe's Test Initiative

Report Status

*Report Date: 3/30/2012 15 Report Complete: Complete

Owners: Doe, John

Status Updates

	Start Date	End Date	Effort
Baseline:	1/1/2012	6/30/2012	n/a
Estimates:	1/1/2012	6/30/2012	n/a
Actuals:	1/1/2012 15	6/30/2012 15	Day

Status	% Complete	Budget	Timing
Not Started	0 %	Undefined	Undefined

Commentary

Comment

Date: 3/30/2012

* = Required

Save Cancel

Expand All Details Children

Start: 1/1/2012 End: 6/30/2012

Cost Act. Effort

n/a Doe, John

Provide latest status in selected areas. This provides an update to the whole initiative (not to a task of the initiative). Commentary is recommended.

Initiative Detail Page

The screenshot shows the 'Initiative - Children's Courthouse' page. At the top, there is a navigation bar with 'Menu' and 'Home' tabs. Below this is a toolbar with various icons for actions like 'Action Item', 'External Link', 'Chart', 'Edit & Link', 'Subscribe', 'Action Items', 'Edit Measure', 'Change', 'Email', 'Comment', 'Picture', 'Template', 'Enter Data', 'Set as Homepage', 'Charts, Gauges & Pictures', 'Gantt Chart', 'Save', 'Print / PDF', 'Attachment', 'Gauge', 'Create Measure', 'Preferences', 'Add to Favorites', 'Status', 'Restore Default', and 'Publish'. The main content area has tabs for 'Details', 'Information', 'Charts, Gauges & Pictures', 'Linked Objects', and 'Commentary'. The 'Commentary' tab is highlighted with a red box and an arrow pointing to it, with a text box saying 'Latest initiative status. Click Commentary to read status'. Below the tabs is the initiative title 'Children's Courthouse' and a description: 'The scope of services will include but are not limited to the provision of complete professional architectural, engineering and construction administration services, by the consultant, for the design of the New Children's Courthouse. This is under GSA Work Order number #W400114, CICC Project #A04-GSA-01.' Below the description are fields for 'As Of: 4/8/2015', 'Status: In Progress', '% Complete: 97%', 'Budget:', 'Timing:', 'Quality:', 'Risk:', 'Scope:', and 'Owners: Cabrera, Aimee (PWWM); Jardine, Etta A. (ISD); Contreras, Humberto'. At the bottom is a table of tasks organized by phase. The table has columns for Class, Name, As Of, Status, Est. Start, Est. End, Act. Start, Act. End, progress indicators, percentage, and Owners. The tasks are listed in phases from 1A to 8. The last task, 'Phase 8 - Project Completion', is currently 'In Progress' as of 4/8/2015. A vertical 'Chooser' sidebar is on the left, and a 'Tasks' sidebar is at the bottom left. Red arrows point from the 'Commentary' tab and the 'Tasks organized by phase display here' text to the 'Commentary' tab and the task table respectively.

Initiative - Children's Courthouse

Details Information Charts, Gauges & Pictures Linked Objects **Commentary** Gantt Chart

Children's Courthouse Start: 8/25/2005 End: 3/23/2015

Description: The scope of services will include but are not limited to the provision of complete professional architectural, engineering and construction administration services, by the consultant, for the design of the New Children's Courthouse. This is under GSA Work Order number #W400114, CICC Project #A04-GSA-01.

As Of: 4/8/2015 Status: In Progress % Complete: 97% Budget: Timing: Quality: Risk: Scope: Owners: Cabrera, Aimee (PWWM); Jardine, Etta A. (ISD); Contreras, Humberto

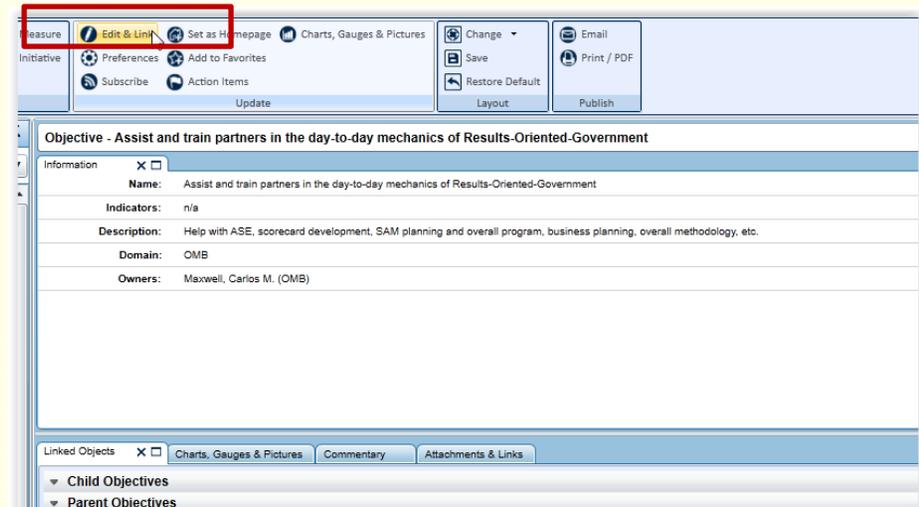
Class	Name	As Of	Status	Est. Start	Est. End	Act. Start	Act. End	%	Owners
Task	Phase 1A - Program Verification Completion	7/15/2010	C				12/21/2005	100%	Contreras, Humberto
Task	Phase 1B - Schematic Design	7/15/2010	C				1/29/2006	100%	Contreras, Humberto
Task	Phase 2A - 75% Design Document	7/15/2010	C				1/30/2006	100%	Contreras, Humberto
Task	Phase 2B - 100% Design Document	7/15/2010	C				1/16/2008	100%	Contreras, Humberto
Task	Phase 3A - 50% Construction Documents	7/15/2010	Complete	6/3/2008	8/22/2008	6/3/2008	8/22/2008	100%	Contreras, Humberto
Task	Phase 3B - 75% Construction Documents	7/15/2010	Complete	8/25/2008	12/31/2008	8/25/2008	12/31/2008	100%	Contreras, Humberto
Task	Phase 3C - 100% Construction Documents	7/15/2010	Complete	1/2/2009	4/21/2009	1/2/2009	4/21/2009	100%	Contreras, Humberto
Task	Phase 3C1-Permitting	7/15/2010	Complete	4/21/2009	11/15/2009	4/21/2009	11/15/2009	100%	Contreras, Humberto
Task	Phase 3D - Bid Documents	7/15/2010	Complete	7/21/2009	11/15/2009	7/21/2009	11/15/2009	100%	Contreras, Humberto
Task	Phase 4 - Bidding & Award	5/2/2011	Complete	11/15/2009	8/31/2010	11/15/2009	8/31/2010	100%	Contreras, Humberto
Task	Phase 5 & 6 Construction	3/5/2015	Complete	10/15/2010	12/16/2014	10/15/2010	12/16/2014	100%	Contreras, Humberto; Jardine, Etta A. (ISD)
Task	Phase 7 - Certificate of Occupancy and Certificate of Use	3/5/2015	Complete	12/16/2014	12/16/2014	12/1/2014	12/1/2014	100%	Contreras, Humberto; Jardine, Etta A. (ISD)
Task	Phase 8 - Project Completion	4/8/2015	In Progress	12/2/2014	12/2/2014	12/16/2014	4/30/2015	97%	Contreras, Humberto; Jardine, Etta A. (ISD)

2.) Ensure the alignment of your Department objectives to the Strategic Plan objectives.

Using your printed business plan report, see your objective listed above any linked Parent Objective(s). A Strategic Plan Objective has a unique naming convention (begins with TP1-1, TP1-2, ED1-1, etc., and is owned by Miami-Dade County). If none is linked, identify which Strategic Plan Objective your departmental objective aligns to, then:

To Link a departmental objective to a Strategic Plan Objective (Parent Objective):

From the Objective Detail Page, click Edit & Link.



Link an Objective

Under the Linked Objects tab, use the Linker to search for the Strat. Plan Objective (Parent) you want.

Linker
GG2-2

Child Objectives

Parent Objectives

ActiveViews
There are no linked items

Initiatives

Name
Advanced training session with OEM

Measures

Name
ASE software related questions answered_Archived

Program Groups
There are no linked items

Tasks
There are no linked items

* = Required

Delete Save/New Save Cancel

Link an Objective

Drag and drop the Objective into the Parent Objective box on the right.

Linker
GG2-2

Child Objectives

- Parent Objectives
 - Owned Objectives (0)
 - Monitored Objectives (0)
 - Direct Report Objectives (0)
 - Group Objectives (0)
 - Domain Objectives (7)
 - an effective, diverse and dedicated team of employees (GG2-2)
 - Develop and retain excellent employees and leaders (GG2-2)
 - GG2-2 Develop and retain excellent employees and leaders
 - Improve employees knowledge and skills (GG2-2)
 - Promote professional and rewarding careers (GG2-2)
 - ...ogy to Develop an Efficient and Flexible Workforce- WASD (GG2-2)
 - ...ermit and Enforcement Services (NI1-1, 4-1, 4-2; GG2-2)(RER BP)
- Public Objectives (12)

- ActiveViews
- Initiatives
- Measures
- Program Groups
- Tasks

Parent Objectives

Name
GG2-2 Develop and retain excellent employees and leaders

ActiveViews

There are no linked items

Initiatives

Name
Advanced training session with OEM

Measures

Name
ASE software related questions answered_Archived

Program Groups

There are no linked items

Tasks

There are no linked items

* = Required

Delete Save/New Save Cancel

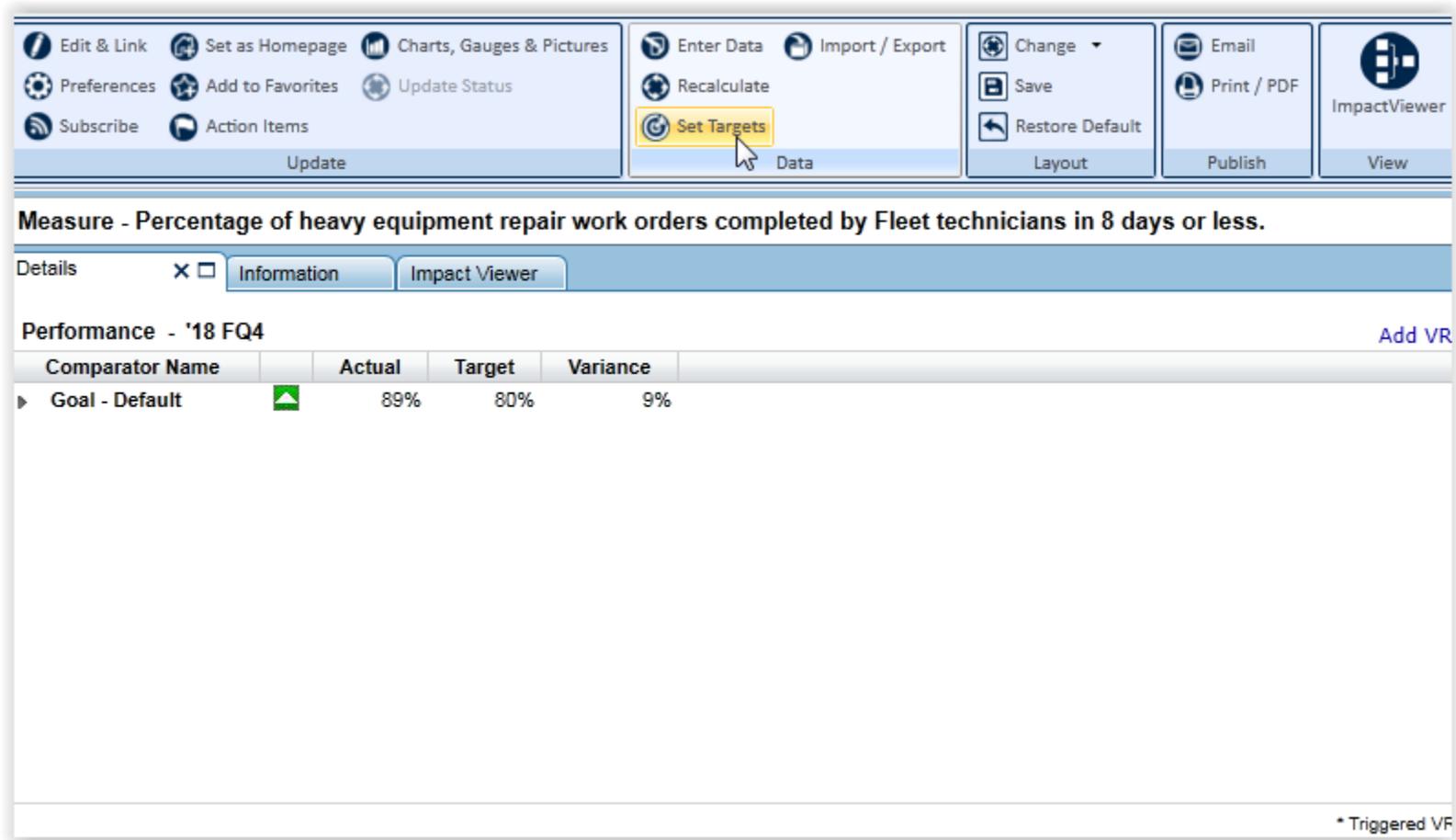
Objective Detail Page

Dept. objective now linked up to the Strat. Plan Objective (parent).

Objective	Description	Owners
Assist and train partners in the day-to-day mechanics of Results-Oriented-Government	Help with ASE, scorecard development, SAM planning and overall program, business planning, overall methodology, etc.	Maxwell, Carlos M. (OMB)
Grandparent Objectives	Description	Owners
GG2 Excellent, engaged workforce		Miami-Dade County
Parent Objectives	Description	Owners
GG2-2 Develop and retain excellent employees and leaders		Miami-Dade County

3.) Be sure targets are set and shown for 2 years out.

On Measure Detail Page, click Set Targets.



The screenshot shows a software interface with a toolbar at the top. The 'Set Targets' button is highlighted in yellow. Below the toolbar, the page title is 'Measure - Percentage of heavy equipment repair work orders completed by Fleet technicians in 8 days or less.' There are tabs for 'Details', 'Information', and 'Impact Viewer'. The 'Performance - '18 FQ4' section shows a table with the following data:

Comparator Name	Actual	Target	Variance
Goal - Default	89%	80%	9%

At the bottom right of the interface, there is a note: '* Triggered VF'.

Setting/Showing Targets

Set Targets - Percentage of heavy equipment repair work orders completed by Fleet technicians in 8 days or less.

Data

Target Series: Goal - Default Period: Base Express Target Bands as a Percent From Target:

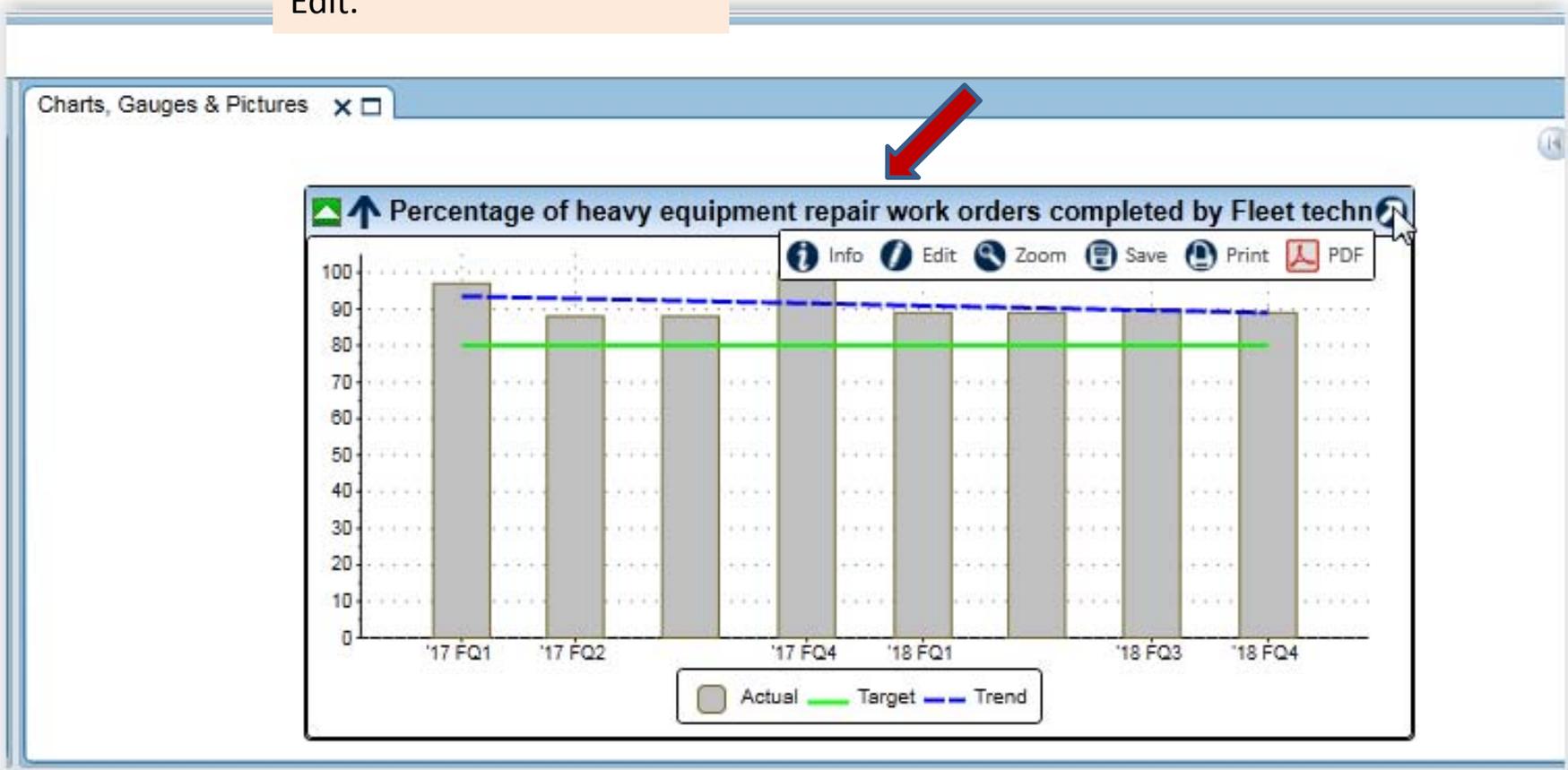
Period	Baseline	Unfavorable	Warning	Target	Favorable	Target Locked
'17 FQ1			75	80		<input type="checkbox"/>
'17 FQ2			75	80		<input type="checkbox"/>
'17 FQ3			75	80		<input type="checkbox"/>
'17 FQ4			75	80		<input type="checkbox"/>
'18 FQ1			75	80		<input type="checkbox"/>
'18 FQ2			75	80		<input type="checkbox"/>
'18 FQ3			75	80		<input type="checkbox"/>
'18 FQ4			75	80		<input type="checkbox"/>
'19 FQ1			75			<input type="checkbox"/>
'19 FQ2			75	80		<input type="checkbox"/>
'19 FQ3			75	80		<input type="checkbox"/>
'19 FQ4			75	80		<input type="checkbox"/>
'20 FQ1			75	80		<input type="checkbox"/>
'20 FQ2			75	80		<input type="checkbox"/>
'20 FQ3			75	80		<input type="checkbox"/>

Add/Edit the Target Values for the next two years.

Apply Save Cancel

Setting/Showing Targets

On the Charts Window of the Measure Detail, click Edit.



On the Display Tab of the Chart Builder, choose Date Range for Chart Period, and choose Start – End dates to show.

The screenshot shows the 'Chart Builder' application window. The 'Display' tab is selected and highlighted with a red box. The left sidebar contains 'Display Options' with sub-sections: Information, Appearance, Annotations, Measures, Legend, X Axis, and Y Axis. The main area displays a bar chart titled 'Percentage of heavy equipment repair work orders completed by Fleet technicians in 8 days or less.' The chart shows 'Actual' performance (grey bars) against a 'Target' (green line) and a 'Trend' (blue dashed line) across various quarters from '17 FQ1 to '19 FQ4. A red arrow points to the chart with the label 'Results.' Below the chart, the configuration panel includes: '*Name: Percentage of heavy equipment repair', 'Description:' (empty text area), 'Chart Period: Date Range' (selected), and 'Chart Range' with '*Start Date: 10/1/2015' and '*End Date: 9/30/2019'. A red arrow points to the date fields. To the right, 'Use on Reports:' is checked, and 'Chart Type: Trend' is selected. A red arrow points to the 'Use on Reports' checkbox with the text 'Also, Be sure to check 'Use on Reports''. At the bottom are 'Delete', 'Apply', 'Save', and 'Cancel' buttons. A small note '* = Required' is in the bottom right corner.

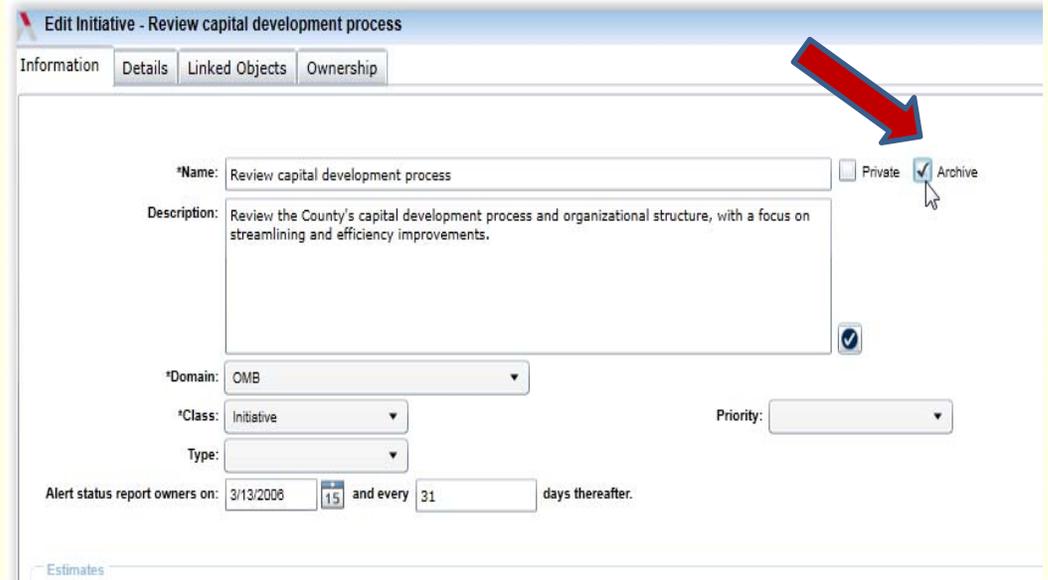
Quarter	Actual (%)	Target (%)	Trend (%)
'17 FQ1	95	80	95
'17 FQ2	88	80	92
'17 FQ3	88	80	90
'17 FQ4	100	80	88
'18 FQ1	88	80	85
'18 FQ2	88	80	82
'18 FQ3	88	80	80
'18 FQ4	88	80	80
'19 FQ1	95	90	90
'19 FQ2	95	90	90
'19 FQ3	95	90	90
'19 FQ4	95	90	90

4.) Archive completed Initiatives and de-link any unnecessary/unpopulated objects from your Scorecard.

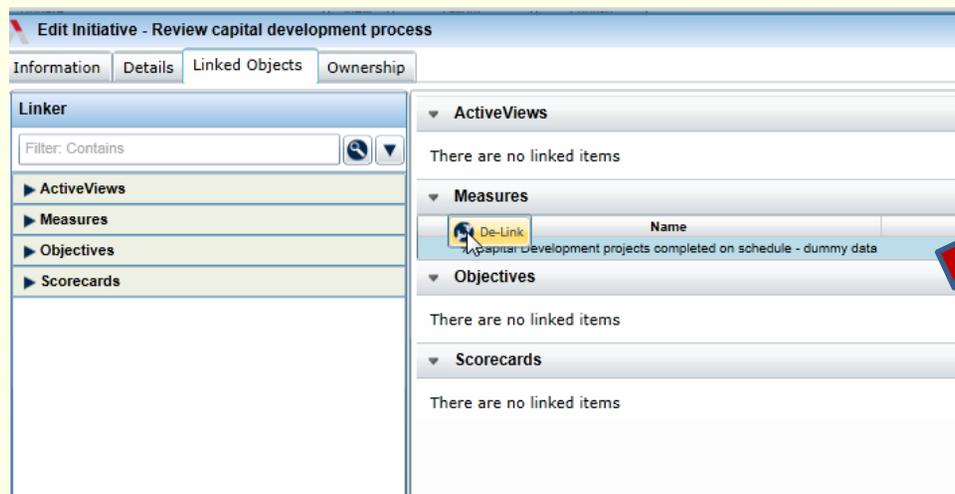
To archive initiatives:

**Open Initiative Detail Page,
click Edit & Link.
Click Archive, at far right.**

Archiving an initiative will make the text appear in italics.



The screenshot shows the 'Edit Initiative' page for 'Review capital development process'. The 'Archive' checkbox is checked, and a red arrow points to it. The page includes tabs for 'Information', 'Details', 'Linked Objects', and 'Ownership'. The 'Name' field contains 'Review capital development process', and the 'Description' field contains 'Review the County's capital development process and organizational structure, with a focus on streamlining and efficiency improvements.' The 'Domain' is set to 'OMB', 'Class' is 'Initiative', and 'Type' is empty. The 'Alert status report owners on' field is set to '3/13/2008' and 'every 31 days thereafter'.



The screenshot shows the 'Linked Objects' tab of the 'Edit Initiative' page. The 'Linker' section on the left has a filter set to 'Contains'. The main area shows a list of linked objects under the 'Measures' category. A red arrow points to the 'De-Link' button next to the object 'Capital development projects completed on schedule - dummy data'.

To de-link objects from initiatives:

**While on Edit Initiative page,
click Linked Objects tab.
Float to the left of all objects listed,
(Measure, here) and click de-link.**

De-linking all its objects will ensure the initiative does not appear anywhere.

To de-link any Object:

Open the Object's Detail Page.

Click Edit and Link

Go to its Linked Objects tab

For each Object listed, float to the left of it until the De-Link button appears, then click De-Link.

NOTE:

When discontinuing (“expiring”) a Measure, please be sure to also:

- a) Change the date range (on Measure Details page, click Edit and Link, date range is located toward the bottom) so that the life of the measure ends at the last data collection period to be captured.
- b) Remove all the measure owners (on Ownership tab). This will remove it from the count of measures owned, measures with data due, etc.

Discontinuing a measure, rather than deleting it, allows access to its historical data, while minimizing system clutter.

5.) Ensure Owners/Measure Descriptions are up-to-date.

To modify measure description:

On the Measure Details page

Click Edit and Link

On Information tab, edit measure description. Be sure to include the exact source for the data collection.

To modify object owner:

On the Measure Details page

Click Edit and Link

On Ownership tab, use the chooser box, users, to find the new owner's name

Then drag and drop it to the top right.

6.) Be sure your linked Parent Objectives are owned by “Miami-Dade County” (not another department).

Strategic Plan Objectives

Department Objectives

Name ^	Description	Domain	Owners
TP1-5 Improve mobility of low income individuals, the elderly and disabled		OMB	Miami-Dade County
TP1-5 Improve mobility of low income individuals, the elderly and the disabled (MDT-PW)	MDT has aligned with the County's revised Strategic Plan by monitoring and tracking services to low income, elderly and disabled individuals on a monthly basis.	TPW	Feil, Steve (DTPW)
TP1-5 Improve mobility of low income, elderly and disable individuals (MDT)		TPW	Legra, Ruben (DTPW); Cruz-Casas, Carlos; Rodriguez, Emma (DTPW)
TP1-6 Facilitate connections between transportation modes (MDT)	This objective is aligned with TP 1-6 on the County's revised Strategic Plan by providing shuttle service to and from Tri-Rail at Doral and the Airport.	TPW	Feil, Steve (DTPW)
TP1-6 Facilitate connections between transportation modes		OMB	Miami-Dade County
TP2 Safe and customer-friendly transportation system		OMB	Miami-Dade County
TP2-1 Reduce traffic accidents		OMB	Miami-Dade County
TP2-2 Improve safety for bicycles and pedestrians		OMB	Miami-Dade County
TP2-3 Ensure the safe operation of public transit		OMB	Miami-Dade County
TP2-3 Ensure the safe operation of public transit (MDT)	MDT is in alignment with TP2-3 through efforts to reduce petty and serious crimes on transit properties and ensure staff is in compliance with safety protocols.	TPW	Muntan, Eric (DTPW); McClellan, Robert (DTPW); Gordon, Derrick (DTPW); Blackman, Jerry (DTPW)

7.) Reprint your now-final business plan report, to be used for submission.

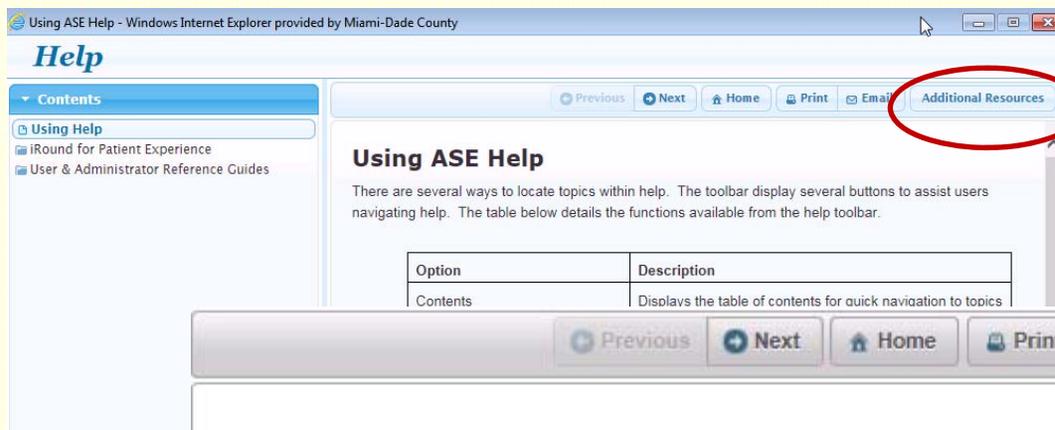
After clicking print Business Plan Hit Print icon to the right.
Once the document loads, move page breaks up/down as appropriate.
Then pdf the document.

The screenshot shows a software interface with a top navigation bar containing buttons for 'Change', 'Save', 'Restore Default', 'Email', 'Print / PDF', 'Exception', and 'Business Plan'. The 'Business Plan' button is highlighted with a red rectangular box. Below the navigation bar is a section titled 'Scorecard - Economic Development Strategic Area' with tabs for 'Details', 'Information', 'Linked Objects', 'Commentary', 'Attachments & Links', and 'Measures'. The 'Information' tab is active, showing a table of KPIs. The table has columns for 'As Of', 'Initiatives', 'Objectives', and 'Measures'. The table content is as follows:

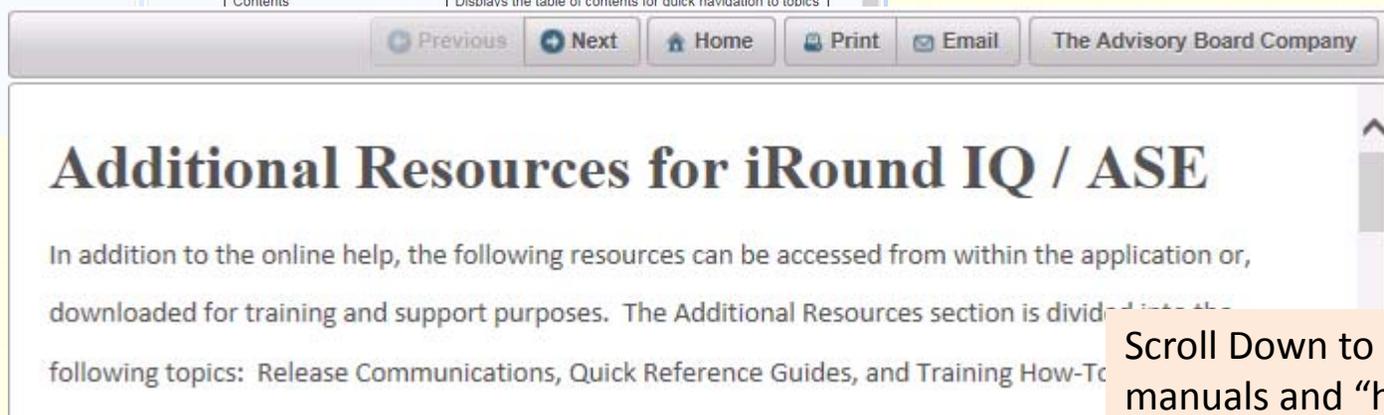
As Of	Initiatives	Objectives	Measures
(2)			
(2)			
(0)			
(51)			
(747)			
Economic Development			
ED1 A stable and diversified economic base that maximizes inclusion of higher paying jobs in sustainable growth industries			
ED1-1 Reduce income disparity by increasing per capita income			
Per capita income: KPI	2014 FY	☑	\$23,651 \$29,400 n/a n/a
Real Per capita income (Per Capita Income adjusted for 2009 Inflation): KPI	2010 FY	☑	\$20,812 \$26,100 n/a n/a
Real Per-Capita income (adjusted for 2013 Inflation \$'s)*: KPI	2014 FY	☑	23,168 26,100 n/a n/a
Unemployment rate (MDC): KPI	2016 FY	☑	9.0% 5.0% (4.0% - 6.0%) n/a n/a
Share of total family income received by poorest 20%: KPI	2014 FY	☑	2.67% 3.20% n/a n/a
Percentage of jobs paying a living wage: KPI	2014 FY	☑	72.0% 84.0% n/a n/a
Ratio of County average wage compared to State average wage: KPI	2015 FY	☑	0.99 1.10 n/a n/a
ED1-2 Attract industries that have high wage jobs and high growth			

ASE Help Page

From the top ribbon menu, click on “?” for system help



ASE Help/Additional Resources offers interactive assistance.



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..or MPPA at (305) 375-3484 or -4494.