

Attachment 8

Business Plan Report Print Instructions for the Strategic Performance Management System

Step 1: Select your Scorecard in BI

- From the **Oracle Business Intelligence (BI) start page** (<https://obieeprd.miamidade.gov/analytics>), click on your department's main scorecard.

The screenshot shows the Oracle Business Intelligence (BI) start page. The browser address bar indicates the URL is obieeprd.miamidade.gov/analytics/saw.dll?Dashboard. The page header includes the Oracle Business Intelligence logo and navigation links for Home, Catalog, and Favorites.

The main content area is divided into three sections:

- Left Panel:** Contains filters for Department Name (set to OMB), Owner Name, and a search box. It also displays summary statistics: Scorecards: 35, Objectives: 356, Measures: 562, and Program Groups/Initiatives/Tasks: 841.
- Center Panel:** A list of scorecards under the 'Owned Objects' tab. The 'Office of Management and Budget (OMB)' scorecard is circled in red. Other visible scorecards include 'Health and Society Strategic Area Scorecard', 'Miami-Dade County Strategic Plan', 'Neighborhood and Infrastructure Strategic Area Scorecard', and 'Revenue Maximization'.
- Right Panel:** Contains two sections: 'Measure' and 'Initiative'. The 'Measure' section lists metrics such as '% Change in System-wide Boarding' and '% of Active County Executives, Managers and Supervisors with Lean Six Sigma Certification'. The 'Initiative' section lists tasks like 'Improve Procurement Technology Tools' and 'Reengineer OSBM - Strat Mgmt Web Site-Links'.

Step 2: Select Business Plan

Start | Owned Objects

Department Name
OMB

Owner Name
(All Column Value)

Search

Apply Reset

Scorecards: 35
Objectives: 356
Measures: 562
Program Groups/Initiatives/Tasks: 841

Miami Dade Strategic Plan
County Resilience
Data Entry Screens

Health and Society Strategic Area Scorecard
Miami-Dade County Strategic Plan
Neighborhood and Infrastructure Strategic Area Scorecard
OCI-Bond Programs and Construction Division
OCI-Professional Services Division
OCI-Safe Neighborhood Parks
OMB - Bond Program Administration
OMB - Budget
OMB - Community Redevelopment and Economic Policy Analysis
OMB - Grants Coordination
OMB - Incorporation & Annexation / Municipal Advisory Committees (MACs)
OMB - Management Planning and Performance Analysis
OMB - Strategic Business Management
Office of Capital Improvements (Pre-FY12 merger)
Office of Countywide Healthcare Planning (OCHP) ***OLD VERSION*** 2009-2014
Office of Management and Administration
Public Safety Strategic Area Scorecard
Recreation and Culture Strategic Area Scorecard
Revenue Maximization
Ryan White Program (OGC)
Transportation and Mobility Strategic Area Scorecard
delete

- Department Scorecard
- Resiliency Scorecard
- Business Plan**

Select **“Business Plan”** from the dropdown menu

Step 3: Verify Business Plan Report Contents

Business Plan Report
Office of Management and Budget (OMB)
 Current Year: FY 2018-2019
 Next Year: FY 2019-2020

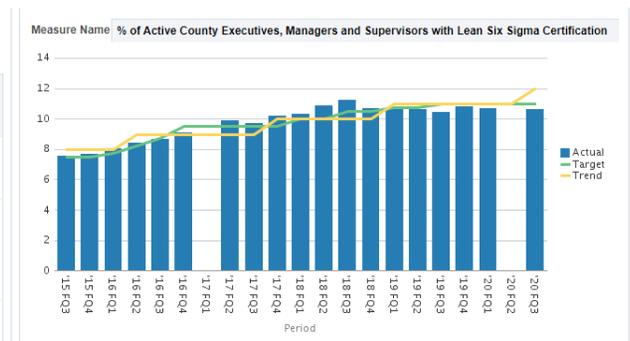
Current and future annualized targets

Department Scorecard Objectives

Parent and Grandparent Objectives in Strategic Plan

Initiatives inclusive of "Priority Initiatives"

Perspective Name	Objective Name	Grand Parent Objective Name	Parent Objective Name	Measure Name	Details	Resilience Driver	As of	VR Flag	Actual	Target	Current Year Annualized Target	Next Year Annualized Target
Customer	Lead/Conduct Performance Analysis Projects (OMB)		GG4: Effective leadership and management practices	Performance Analysis Projects Completed	=	Promote Leadership and Effective Management	2019 FY	🟡	8	9	9	8
	Actively pursue grant and sponsorship funding opportunities (OMB)	GG4: Effective leadership and management practices	GG4-1: Provide sound financial and risk management	Grant, Sponsorship, & Marketing Funding Received (in \$ millions) - Annual	=	Foster Economic Prosperity	2019 FY	🟢	\$58.4M	\$40.0M	n/a	n/a
			GG4-2: Effectively allocate and utilize resources to meet current and future operating and capital needs	Grant, Sponsorship, & Marketing Funding Received (in \$ millions) - Annual	=	Foster Economic Prosperity	2019 FY	🟢	\$58.4M	\$40.0M	n/a	n/a
	Provide Excellent Customer Service (OMB)	GG1: Accessible, fair and responsible government	GG1-2: Support a customer-focused organization	Percentage of Payments Processed within 21-Days - Ryan White	=	Promote Leadership and Effective Management	Jul '20	🔴	n/a	85.0%	85.0%	n/a
			County Quarterly Budget Report issued to the Board within 45 days after quarter-end	=	Promote Leadership and Effective Management	'20 FQ2	🟢	Yes	Yes	1	n/a	
			Percentage of Payments Processed within 21-Days - CBOs	=	Promote Leadership and Effective Management	Jul '20	🟢	100.0%	85.0%	85.0%	n/a	
Monitor County Bond Programs (OMB)	GG4: Effective leadership and management practices	GG4-1: Provide sound financial and risk management	Conduct at least 4 GOB Citizens Advisory Committee (CAC) meetings per fiscal year	=	Empower a Broad Range of Stakeholders	'20 FQ2	🟢	2	1	n/a	n/a	



Child Measures

Measure Name: % of Active County Executives, Managers and Supervisors with Lean Six Sigma Certification

Child Measure Name	As Of	Child Actual	Child Target	Child Variance

Variance Reports

Measure Name: % of Active County Executives, Managers and Supervisors with Lean Six Sigma Certification

As Of	VR Comments	VR Status	VR User	VR Updated Date

Objective Name	Initiative	As Of	Status	Budget	Timing	Quality	Risk	Scope	Owners
Lead/Conduct Performance Analysis Projects (OMB)	SBD: Construction CSBE Prompt Payments	8/21/2020	Complete		🟢				Ferreira, Roy (OMB); Horton-Tavera, Amy (OMB)
	HR: Recruitment	8/21/2020	Complete		🟢				Morales, Mayra E.

Step 4: Print your Business Plan Report

The screenshot shows the Oracle Business Intelligence interface. At the top, there is a search bar and navigation tabs including 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', and 'Open'. The 'Printable Business Plan' tab is highlighted with a red circle. Below the tabs, there is a date filter set to '10/21/2021' and 'Apply' and 'Reset' buttons. The main content area displays a 'Business Plan Report' for the 'Office of Management and Budget (OMB)'. A dropdown menu is open on the right side, showing options: 'Printable PDF', 'Print', 'Printable HTML', 'Export to Excel', 'Refresh', 'Create Bookmark Link', 'Create Prompted Link', 'Apply Saved Customization...', 'Save Current Customization...', 'Edit Saved Customizations...', and 'Clear My Customization'. The 'Print' and 'Printable HTML' options are circled in red. A table of data is visible below the menu.

Perspective Name	Objective Name	Grand Parent Objective Name	Parent Objective Name	Measure Name	Details	Resilience Driver	As of	VR Flag	Actu
Customer	Provide Excellent Customer Service (OMB)	GG1: Accessible, fair and responsible government	GG1-2: Support a customer-focused organization	Percentage of Payments Processed within 21-Days - Ryan White	=	LS-1: Promote Leadership and Effective Management	Feb '21		100.0
				County Quarterly Budget Report issued to the Board within 45 days after quarter-end	=	LS-1: Promote Leadership and Effective Management	'20 FQ2	Yes	Yes Yes Yes
				Percentage of Payments Processed within 21-Days - CBOs	=	LS-1: Promote Leadership and Effective Management	Sep '21	n/a	85.0% 85.0% 85.0%

- Click on the “**Printable Business Plan**” tab

- To **print** your Business Plan, go to the top of the page on the right side and click on the gear  icon

- Select “**Print**” from the dropdown choices

- Then select “**Printable HTML**”
-Note: Do not select “Printable PDF as the application will not print your Business Plan correctly.

Step 5: Print your Business Plan Report

As Of <= 10/21/2021

Business Plan Report
Office of Management and Budget (OMB)

Perspective Name	Objective Name	Grand Parent Objective Name	Parent Objective Name	Measure Name	Details	Resilience Driver	As of	VR Flag	Actual	Target	FY2021-22 Annualized Target	FY2022-23 Annualized Target
Customer	Provide Excellent Customer Service (OMB)	GG1: Accessible, fair and responsible government	GG1-2: Support a customer-focused organization	Percentage of Payments Processed within 21-Days - Ryan White	LS-1: Promote Leadership and Effective Management	Feb '21	100.0%	85.0%	85.0%	85.0%		
				County Quarterly Budget Report issued to the Board within 45 days after quarter-end	LS-1: Promote Leadership and Effective Management	'20 FQ2	Yes	Yes	Yes	Yes		
				Percentage of Payments Processed within 21-Days - CBOs	LS-1: Promote Leadership and Effective Management	Sep '21	n/a	85.0%	85.0%	85.0%		
Actively pursue grant and sponsorship funding opportunities (OMB)	GG4: Effective leadership and management practices	GG4-1: Provide sound financial and risk management	Grants, Sponsorship & Marketing Funding Received (in \$ millions) – Annual	ES-3: Foster Economic Prosperity	2021 FY	n/a	\$55.0M	\$55.0M	\$55.0M			
			Grants, Sponsorship & Marketing Funding Received (in \$ millions) – Annual	ES-3: Foster Economic Prosperity	2021 FY	n/a	\$55.0M	\$55.0M	\$55.0M			
Monitor County Bond Programs (OMB)	GG4: Effective leadership and management practices	GG4-1: Provide sound financial and risk management	Conduct at least 4 GOB Citizens Advisory Committee (CAC) meetings per fiscal year	LS-2: Empower a Broad Range of Stakeholders	'20 FQ4	1	1	n/a	n/a			
			Value of BBC-GOB funds expended (in millions)	ES-3: Foster Economic Prosperity	Dec '20	\$6.3M	n/a	n/a	n/a			
			Number of Business Days to Process BBC-GOB Reimbursement	LS-1: Promote Leadership and Effective Management	'21 FQ1	5.43 days	10.00 days	10.00 days	10.00 days			

- Next, a new tab will open to display your formatted Business Plan report.

Step 6: Print your Business Plan Report

The screenshot shows a web browser window displaying a Business Plan Report. The report is a table with the following data:

Business Driver	As of	VR Flag	Actual			
-1: Promote Leadership and Effective Management	Feb '21		100.			
-1: Promote Leadership and Effective Management	'20 FQ2		Yes			
-1: Promote Leadership and Effective Management	Sep '21		n/a			
i-3: Foster Economic Prosperity	2021 FY		n/a			
i-3: Foster Economic Prosperity	2021 FY		n/a	\$55.0M	\$55.0M	\$55.0M

The Chrome browser menu is open, showing options such as New tab, New window, History, Downloads, Bookmarks, Zoom (110%), Print..., Find..., More tools, Edit, Settings, Help, and Exit. The 'Print...' option is highlighted with a red circle. The three-dot menu icon in the browser toolbar is also circled in red.

- To print your Business Plan, go to your browser's print feature (in Chrome this is located at the top-right area of the page. Click on the 3 dots icon).

Select **"Print"** from the dropdown choices

Step 7: Print your Business Plan Report to PDF

10/21/21, 10:19 AM Oracle BI Interactive Dashboards - Scorecard

As Of: 10/21/2021

Business Plan Report
Office of Management and Budget (OMB)

Perspective Name	Objective Name	Grand Parent Objective Name	Parent Objective Name	Measure Name	Details	Resilience Driver	As of	VS Flag	Actual	Target	FY2021-22 Annualized Target	FY2022-23 Annualized Target
Customer	Provide Excellent Customer Service (OMB)	GG1- Accessibility, fair and equitable government	GG1-2 Support a customer-focused organization	Percentage of Payments Processed within 21 Days - Ryan White	LS-1: Promote Leadership and Effective Management	Feb 21		100.0%	85.0%	85.0%	85.0%	85.0%
				County Quarterly Budget Report Issued to the Board within 45 days after quarter-end	LS-1: Promote Leadership and Effective Management	20 FQ2		Yes	Yes	Yes	Yes	
				Percentage of Payments Processed within 21 Days - CBOs	LS-1: Promote Leadership and Effective Management	Sep 21		n/a	85.0%	85.0%	85.0%	
Actively pursue grant and sponsorship funding opportunities (OMB)	GG4- Effective leadership and management practices	GG4-1 Provide sound financial and risk management	Grants, Sponsorship & Marketing Funding Received (in \$ million) - Annual	ES-3: Foster Economic Prosperity	2021 FY		n/a	\$85.0M	\$50.0M	\$50.0M	\$50.0M	
			Grants, Sponsorship & Marketing Funding Received (in \$ million) - Annual	ES-3: Foster Economic Prosperity	2021 FY		n/a	\$25.0M	\$50.0M	\$50.0M		
Monitor County Bond Programs (OMB)	GG4- Effective leadership and management practices	GG4-1 Provide sound financial and risk management	Conduct at least 4 GOB Citizens Advisory Committee (CAC) meetings per fiscal year	LS-2: Empower a Broad Range of Stakeholders	20 FQ4		1	1	n/a	n/a	n/a	n/a
			Value of BBG-GOB funds expended (in millions)	ES-3: Foster Economic Prosperity	Dec 20		\$6.3M	n/a	n/a	n/a		
			Number of Business Days to Process SBC-GOB Reimbursement Requests	LS-1: Promote Leadership and Effective Management	21 FQ1		5.43 days	10.00 days	10.00 days	10.00 days		
Prepare budget that supports the County's mission (OMB)	GG4- Effective leadership and management practices	GG4-2 Effectively allocate and utilize resources to meet current and future operating and capital needs	Percentage of SBC-GOB program completion	ES-3: Foster Economic Prosperity	21 FQ1		69.8%	75.4%	77.4%	n/a	n/a	n/a
			GFOA Budget Scores	LS-1: Promote Leadership and Effective Management	2019 FY		3.3	3.3	3.3	3.3		
Promote development in distressed areas by monitoring CRA's (OMB)	ES3- Revitalized Communities	ES3-2 Promote development in distressed communities to ensure	Percentage point increase in all CRA's in distressed communities to ensure the County tax risk API	LS-1: Promote Leadership and Effective Management	2020 FY		19.4 % points	8.5 % points	8.5 % points	8.5 % points	8.5 % points	

https://obieprtd.miamidade.gov/analytics/saw.dll?Dashboard 1/5

Print 5 sheets of paper

Destination Adobe PDF

Pages All

Layout Portrait

Color Color

More settings

Print Cancel

- Ensure the printing settings are as follows:
 - Destination: **Adobe PDF**
 - Pages: **All**
 - Layout: **Portrait**
 - Click on the **“Print”** button at the bottom of the screen.

Questions

- Please contact us with any questions or if you run into any issues printing or accessing your department's business plan report.
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