

Business Planning Roles and Responsibilities

OMB

- Establish business planning and performance tracking standards for departmental alignment to strategic plan
- Provide training and technical assistance to departments on business plan development
- Review department business plan for overall quality; provide timely feedback to include:
 - Document business plan strengths
 - Identify opportunities for improvement; point out potential Administration priorities and/or budgetary or performance issues that may have been overlooked
 - Identify errors that must be corrected
- Generate PDF business plans and upload final versions to the County website

Departments

- Write department business plan narrative that adheres to instructions issued by OMB
 - Describe how departmental activities and performance priorities align to the County's Strategic Plan and mayoral priorities
 - Identify and document issues and initiatives that are important to the department's success
- Ensure department scorecard is up to date
 - Ensure performance measure data and future year targets are entered and that measures are compliant with the County's Performance Measurement Procedure #135
 - Enter and track "Priority Initiatives" described in the business plan narrative as initiatives
- Correct business plan errors identified by OMB
- Ensure the department's budget submission reflects the activities and priority initiatives described in the business plan

Chiefs

- Communicate the Administration's strategic priorities to departments
- Review department business plan; ensure content of business plan reflects the Administration's priorities and meets necessary standards
- Periodically, monitor department performance as reflected on scorecards