

## **Business Planning Roles and Responsibilities**

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### 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 feedback prior to budget submission due date, 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 (red section of the stoplight chart)
- Maintain files and upload final signed business plans 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 (red section of the stoplight chart)
- 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
- Approve and sign final business plan by July 15
- Periodically, monitor department performance as reflected on scorecards