Budget and Planning

Office or Department of Fiscal Affairs
Administrative Unit Assessment
Year Reporting: FY 20 (July 2019-July 2020)

Department and Assessment Report Information

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For which department or area are you reporting?	Budget and Planning
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Departmental Mission and Goals
The mission and goals of the depart

Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	The Budget & Planning Office will 100% implement a revised Budget Process with a new timeline that better fits a strategic/planning model and USG deadlines.
Objective 1: Detail how you department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Job completed.
Objective 1: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	This goal of the objective was 100% completio
Objective 1: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	Th1.7 (1)-1.9 (0)9.1 r4 -0 0 (a)0.8 (g)-8.481 53

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	The Budget & Planning Office will train at least 33% of Budget Managers to use the new budget manager dashboard which gets an update in late November. Training will start in Jan/Feb 2020.
Objective 2: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Number of participants vs. Number of budget managers
Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	33% of Budget Managers (BM) Trained
Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	OBP held six trainings from January-March

Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	The Office of Budget & Planning will cross train provide back up as well as succession planning. Two new duties will be learned by current OPB staff.
Objective 3: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	Track number of new duties learned.
Objective 3: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	Two new duties learned by each staff member.
Objective 3: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	2 duties learned by each staff member
Objective 3: Did your department meet this objective?	The department met this objective.
Objective 3: What did your department learn from working toward this objective? What changes will you make based on this effort next year?	We learned that cross-training is crucial to having a well-balanced team. Each member has to understand what the other does in case they are out for vacation or possibly a lengthy illness.

Objective 4

Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	N/A
Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)	n/A
Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)	N/A
Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)	N/A
Objective 4: Did your department meet this objective?	The department met this objective.

Objective 4: What did your department learn from working toward this objective? What

Future Plans

Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.

1. The Budget & Planning Office will train at least 90% of Budget Managers to use the new budget manager dashboard. (Training will resume when we are back in the office.)

2. The Budget & Planning Office will cross train to provide back up as well as succession planning. Two additional new duties will be learned by current OPB staff.

3. The Budget & Planning Office will being using the new position management tool within PSFIN (when released).