

## **PA GM.340.401.E - Subpart E - Business Planning**

### **Subpart E - State Business Plan and Plans of Work**

Tactical activities to be undertaken to achieve strategic and performance goals

#### **State Business Plan**

##### **401.50 Background**

A) The Business Plan is a primary management tool used in guiding state operations. It identifies milestones, actions, resources, and schedules that will be used to achieve state strategic goals, objectives, performance measure goals, and management initiatives.

B) The Business Plan provides a mechanism for recording and reporting progress on agency work.

C) The Business Plan is developed with the direction of the State Conservationist. The State Conservationist will outline the objectives for the year, then the Leadership Team will develop a Plan of Work for each of their sections. Items from the Leadership Team's Plans of Work that meet the criteria outlined in 401.52 will fill the State Business Plan.

##### **401.51 Time line**

- 1) Business Plan will cover at least a one-year period.
- 2) Draft Business Plan for upcoming fiscal year will be developed by July 30.
- 3) Business Plan will be reviewed and updated quarterly.

##### **401.52 Content of the State Business Plan**

A) A milestone is a significant event or stage in the progress/development of a project or process. An action is something being done or performed. In order for a milestone or action to be included in the State Business Plan it must meet the following criteria.

- 1) The milestone/action involves coordination across staffs.**
- 2) The milestone/action is difficult to complete or stay on target.**

B) Format will include milestone/action, staff responsible, completion date, and progress.

#### **Leadership Team Plans of Work**

##### **401.60 Plans of Work Background**

A) The members of the Leadership Team will each develop a Plan of Work. The purpose of the plan is to assist Leadership Team members in coordinating and managing their sections. The State Conservationist will provide an outline of the state objectives/goals for the fiscal year. The Leadership Team will develop their section's Plan of Work with the State Conservationist's guidance. Items from the Plans of Work that meet the criteria in section 401.52 will be included in the State Business Plan.

## **PA GM.340.401.E - Subpart E - Business Planning**

### **401.61 Time line**

- 1) Plans of Work will cover at least a one-year period.
- 2) Draft Plans of Work for upcoming fiscal year will be developed by July 1.
- 3) Plans of Work will be reviewed and updated monthly with staff.
- 4) Plans of Work will be reviewed quarterly with State Conservationist.

### **401.62 Content for Plans of Work**

A) A Plan of Work includes:

- 1) Routine milestone/action the staff is to complete and the time frame for completion
- 2) New milestone/action for the staff
- 3) Training
- 4) Administrative/Operation activities

B) Format will include; milestone/action, staff responsible, completion date, and progress.

## **Field Team Plans of Work (Business Plans)**

### **401.60 Background**

A) A Plan of Work is to be developed by each Supervisory District Conservationist (SDC). The purpose of the plan is to assist the SDC in managing their Field Team. Field Team Plans of Work will relate to the State Business Plan.

### **401.61 Time line**

- 1) Plans of Work will cover at least a one-year period.
- 2) Draft Plans of Work for upcoming fiscal year will be developed by August 30.
- 3) Plans of Work will be reviewed and updated routinely (at least monthly) with staff.
- 4) Plans of Work will be reviewed quarterly with Assistant State Conservationist for Field Operations.

### **401.62 Content for Field Team Plans of Work**

A) The Field Team Plans of Work addresses:

- 1) Administrative/operation activities
- 2) Workload to be completed (conservation planning, technical assistance, application, & contracts)
- 3) Partner relations/cooperation
- 4) Training

B) Format will include milestone/action, staff responsible, completion date, and progress.

See Exhibit A.

C) Field Team Plans of Work will be reviewed and updated routinely (at least monthly) with staff.