



STATE OF NORTH CAROLINA  
OFFICE OF STATE BUDGET AND MANAGEMENT

BEVERLY EAVES PERDUE  
GOVERNOR

CHARLES E. PERUSSE  
STATE BUDGET DIRECTOR

March 1, 2010

MEMORANDUM

TO: State Agency Heads  
FROM: Charles Perusse *Charles E. Perusse*  
RE: Agency Strategic Planning Guidelines

As part of Governor Perdue's ongoing effort to focus North Carolina state government on efficiency, accountability and results, she has outlined ten priorities that her Administration will focus on over the next few years.

1. Preserve and create jobs, jobs and more jobs.
2. Position North Carolina for economic recovery.
3. Assist small and rural businesses to stay in business and grow.
4. Ensure all students graduate Career and College ready.
5. Recruit and retain quality teachers and principals.
6. Turn around low-performing schools.
7. Restore public trust in government.
8. Enforce zero tolerance of fraud and corruption.
9. Do more with less.
10. Keep North Carolina safe.

In addition, she signed Executive Order 3 on her first day in office, which presses North Carolina to be one of the best managed states in the nation through the development of several performance initiatives, including strategic planning.

If you are subject to Executive Order 3, please update your strategic plan to reflect the Governor's priorities. In addition, plans must include the attached management goals and measures (Appendix III) called for in Executive Order 3. These goals and measures were assembled with extensive agency input and should use data that is readily available to your agency. **Per Executive Order 3, plans must be submitted to Office of State Budget and Management (OSBM) and the Governor's Policy Office. Updated plans should be submitted by October 29, 2010.** Guidelines and a suggested template for strategic plan development are attached for your reference. Plans are not required to follow a strict template; however, OSBM will electronically collect strategic planning elements this Fall as part of the 2011-2013 budget development process. Following the template will make the reporting easier. Further information will be available in the 2011-2013 Budget Instructions.

While Executive Order 3 does not apply to the Board of Governors of the University of North Carolina System, the State Board of Community Colleges, the State Board of Education, the Administrative Office of the Courts, or Council of State agencies, each is encouraged to participate. In particular, OSBM will collect agency planning information (agency mission, goals, and measures) for the biennial budget. This will continue and following the attached template will help you prepare. Further information will be available in the 2011-2013 Budget Instructions.

Guidelines for updating your strategic plans are attached and can be found online at [http://www.osbm.state.nc.us/files/pdf\\_files/Guidelines20100301\\_StrategicPlanning.pdf](http://www.osbm.state.nc.us/files/pdf_files/Guidelines20100301_StrategicPlanning.pdf). If you have any questions concerning the guidelines, template or about planning in general, please contact Trevor Minor in OSBM at (919) 807-4787.

Thank you.