



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

PAT MCCRORY
GOVERNOR

ANDREW T. HEATH
STATE BUDGET DIRECTOR

August 2, 2016

MEMORANDUM

TO: Department Heads, Chief Financial Officers and Chief Information Officers
All State Departments, Institutions and Agencies

FROM: Andrew T. Heath
State Budget Director

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Keith Werner, Secretary and State Chief Information Officer
North Carolina Department of Information Technology

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SUBJECT: Agency Strategic Planning Guidelines for the FY 17-19 Biennium

As part of Governor McCrory's ongoing effort to promote efficiency in North Carolina state government, the Office of State Budget and Management (OSBM) and the Department of Information Technology (DIT) are consolidating requirements for the submission of agency strategic plans and agency IT plans for the FY 17-19 biennium. Many agencies have already been engaged in the development or revision of their internal agency strategic plans to support the Office of State Human Resources' performance management process (NC VIP), and this request should build on those efforts. The agency strategic plan ensures alignment between global agency goals, program goals and initiatives, and individual expectations and results. An agency IT plan is a subset of an agency strategic plan, and should be written in conjunction with the agency strategies to ensure that IT strategies maximize the benefit of IT to the agency.

Agency strategic plans should align with the Governor's vision to improve the **economy**, strengthen our **education** system, and create a more **efficient**, customer-service oriented state government. Priorities for supporting this vision are:

- Promote responsible policies that reduce financial burden on job creators and invest resources to grow businesses and help put people back to work.
- Invest in education and our teachers to ensure our students gain the skills they need to succeed in life and form the workforce of the future.
- Reform State government to better serve the people of North Carolina at a cost that respects the taxpayer.

IT goals should align with the goals of the Agency and/or the goals of the State Chief Information Officer, which are as follows:

- Optimize the State's IT investment to operate more efficiently.
- Unite business and IT to meet the needs of the citizens through the innovative use of technology.
- Revitalize our IT workforce by attracting and developing a diverse community of IT professionals who are engaged and motivated to push boundaries to foster positive change.
- Invest in the security of the State's applications and infrastructure to mitigate risk and to protect citizen data.
- Transform the way the State conducts business through the delivery of reliable and accessible technology and data services.

Budget expansion requests must clearly support goals in the Agency's strategic plan, and IT projects must be included in the IT plan in order to be considered in the FY17-19 budget development process.

Guidelines and a template for strategic plan development are attached for your reference. Plans must be submitted electronically to OSBM and DIT no later than October 31, 2016.

All agencies are required to submit strategic plans as part of OSBM's budget development process. This requirement will also be referenced in OSBM's forthcoming budget instructions for the FY17-19 biennium along with requirements for aligning agency expansion requests with strategic plan goals.

IT plans are only required for Cabinet and Council of State agencies.

Following receipt of these plans, OSBM and DIT will request additional financial information as needed.

If you have any questions concerning the guidelines, template or about planning in general, please contact Corey Petersohn, (919) 870-4770 (OSBM) or Caitlin Mullen at (919) 754-6767 (DIT).

Thank you.