CD FY10 Budget and Tactical Plan Review

FY10 Tactical Plans for *Financial Management*

Tactical plan name	DocDB#
FY10 Tactical Plan for Division Financial Services	3357

Valena Sibley

October 8, 2009

FY10 Tactical Plan for *Financial Management*

- Tactical Plan Leader: Valena Sibley

Service Activity List

- ***Budgeting***
- ***Financial Analysis***
- ***Purchase Requisitions***
- Procard Administration
- Software Licensing
- DB Administration
- Effort Reporting
- Blanket Contract Support

Service Activity: Budgeting

- Goals Related to Budgeting
  - 1. Implement measures to improve division's ability to plan, monitor and control resources
    - High Priority
  - 2. Simplify and streamline annual budgeting process
    - High Priority

- Key Metrics
  - Design and deployment of standardized budget reports
  - Budget Input Training Classes
  - Simplified Documentation posted in DocDB and "Budget and Finance" web page

- Service Documentation:
- Documentation is located within the Budget Input application

- Issues and Risks
  1. Implementation requires resources from Enterprise and Collaborative Systems

Service Activity: Financial Analysis

- Goals Related to Financial Analysis
  - 1. Increase the Financial Analysis performed within the group to facilitate improved performance management
    - High Priority
  - 2. Streamline the reporting process for the IT OMB Exhibit 53 submission, improve efficiency and retain accuracy
    - Medium Priority

- Key Metrics
  - Trend analysis reports
  - Accuracy of Forecasts compared to Actual Results
  - FTE Analysis Reports
  - WPAS Reports Analysis
  - OMB53 Reports & Analysis
  - # Field Work Proposals Analyzed

- Service Documentation:
- Documentation located on finance group's server.

- Issues and Risks (specific to this activity, includes allocation impact)
  1. Loss of 0.8 FTE limits support for financial analysis

Service Activity: Purchase Requisition

- Goals Related to Purchase Requisition Process
  - 1. Provide Project Owners, Activity Owners and Task Owners notice of requests for resources they manage
    - High Priority
  - 2. Create Requisition Experts to guide infrequent users through Miser process
    - Medium Priority

- Key Metrics
  - Implementation of signature approval from project manager, task manager, and/ or activity manager
  - Minor Edits capability in Miser for Finance team
  - # days requisition in Miser approval process
  - # requisitions returned to user

- Service Documentation:
- Documentation is located in the Miser Application

- Issues and Risks (specific to this activity, includes allocation impact)
  1. Implementation requires resources from Enterprise and Collaborative Systems
  2. Loss of 0.8 FTE impacts ability to support “requisition expert”

Ripple Effect on Shared IT Services

- Delivery of enhanced financial products requires resources from the Enterprise and Collaborative Systems department.

FY10 FTE and M&S: Request vs. Allocation

Level 0/1 Activity: *Financial Management*

Activity Level 2	Project or Service	Project Priority	FY10 FTE Request At Activity Level 2	FY10 M&S Request At Activity Level 2	FY10 FTE Allocation At Activity Level 2	FY10 M&S Allocation At Activity Level 2
Budgeting	Service		0.9	0.0		
Financial Analysis	Service		1.4	29.4		
Purchase Requisition	Service		0.6			
Software Licensing	Service		0.7	20.0		
Blanket Contract Support	Service		0.6	3.3		
Effort Reporting	Service		0.3			
Procard Admin	Service		0.2			
Database Admin	Service		0.1			
Total			4.8	$52.7		

- Initial submittal includes 0.8 FTE of effort which transferred out of the division October 1, 2009

Impact of Preliminary Allocation

- Able to accomplish core mission...
- Unable to...

Summary of Past Action Items

- No Open Items

Tactical Plan Summary

- Summary FY10 Goals
- Provide user friendly documentation in accessible locations, on financial processes, including Budget Planning, Requisition Preparation and Field Work Proposals.
- Provide streamlined financial reports that summarize division-wide cost performance and provide forward-looking cost projections
- Provide line managers with a concise set of financial reports that allow them to easily track and manage YTD cost performance against approved plans and budgets for their areas of responsibility

- **FY09 Accomplishments**
- Transitioned effort reporting processes to be compatible with the FTL system
- Provided line managers with newly designed effort reports that allow users to easily track effort by month and year-to-date by activity and by person.
- Provided an overview of the budget work planning process and budget input tools to group leaders new to the division and people in a newly assigned group leader role.
- Developed a comprehensive maintenance contract tracking report