



## PERSONNEL CABINET

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**Brian J. Crall**  
Secretary

## MEMORANDUM

### PERSONNEL MEMO 07-25

**TO:** Cabinet Secretaries  
Agency Heads  
Strategic Planning Contacts

**FROM:** Brian J. Crall, Secretary 

**DATE:** September 27, 2007

**SUBJECT:** Reminder of Strategic Plans Due November 1, 2007

The purpose of this memo is to provide a reminder regarding the strategic planning requirements of KRS 48.810:

“Each program cabinet, the Governor's Office for Local Development, the Department of Military Affairs, and the Commonwealth Office of Technology shall develop and submit a four (4) year strategic plan to meet the broad goals outlined by the Governor and shall submit an electronic copy of the full plan and an electronic copy of a brief summary of that plan to the state budget director, the secretary of the Executive Cabinet, and the Legislative Research Commission with each biennial budget request.”

The Governmental Services Center (GSC) within the Personnel Cabinet has been delegated responsibility for coordinating the strategic planning process. The GSC's role in the process will be to ensure completeness and consistency across cabinets/entities and that the online repository of strategic plans is maintained.

Each strategic plan shall include but not be limited to:

- (a) A statement of the cabinet or administrative entity's value, vision, and mission;
- (b) A statement of how the cabinet or administrative entity's strategic plan is aligned with the Governor's goals and linked to the budget request and the six (6) year capital plan of the cabinet or administrative entity;
- (c) A brief summary of a situation analysis conducted by the program cabinet or administrative entity;

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- (d) Identification of measurable goals for the next four (4) years;
- (e) Specification of objectives to meet the stated goals;
- (f) Identification of performance indicators to be used to measure progress toward meeting goals and objectives; and
- (g) A progress report providing data and information on the performance indicators set forth in the program cabinet or administrative entity's most recent strategic plan.

Each cabinet/entity must submit a copy of its strategic plan for FY 2008 - 2012 by November 1, 2007 to the GSC, the Office of State Budget Director and the Legislative Research Commission along with its biennial budget request. For more information on the specific contents that must be included in the strategic plan and format requirements, please go to the following link: <http://personnel.ky.gov/gsc/strategicplan.htm>. Once you get to the Kentucky Strategic Planning web page, you will then select the link titled: 2007 Strategic Plan Template.

We recommend you take the following actions in preparation of an acceptable strategic plan. The GSC is available to assist your cabinet/agency with this process:

1. Review the language, goals, objectives, performance indicators, and targets in your current plan. Ensure that those items remaining in the plan still reflect agency priorities.

Each agency's current strategic plan summary and the 2006 progress report is available electronically, as required by the statute at <http://personnel.ky.gov/gsc/strategicplan.htm>

2. Review the performance measurement processes you have in place to ensure that you can (and have) collect(ed) meaningful and relevant data on each performance indicator. Make certain that you are collecting the necessary data to report on each goal, objective and performance target.
3. Complete a draft of your performance progress report to allow time for review and any editing or additional data collection that may be required before the November 1, 2007 deadline.

Let us know if you have any questions or if we can help in any way. If you have questions on how to complete your strategic plan, you may contact Dr. Penny Armstrong at GSC for assistance. She can be reached at: 502-564-7455 ext. 240 or via email at [Penny.Armstrong@ky.gov](mailto:Penny.Armstrong@ky.gov).

Thank you in advance for your cooperation in this matter.

C: Stan Cave, Acting State Budget Director  
Robbie Rudolph, Secretary of the Executive Cabinet  
John Hicks, Deputy State Budget Director  
Mary Lassiter, Deputy Executive Director, GOPR