

## **PROPERTY PLANNING AND ACCOMPLISHMENT REPORTING**

Planning and accomplishment reporting, properly designed and carried through, is primary to the success of any organization. By setting targets and goals, activities can be focused toward meeting them rather than diverting effort in undesired directions.

### **Strategic Plans**

The Division of Forestry is working on the completion of a Division Strategic Plan. The Properties Section completed a section strategic plan a few years ago that guides section activities. This plan gives overall guidance to property activities.

### **Ten-Year Financial Guides**

Ten-year financial guides are designed to generate budget requests for the Division budget process. These are created every two years at the beginning of the biennial budget process. They provide information on expected increases needed in operational budgets, and needed major projects.

In addition to the use for the Division budget process, these guides are important for property planning and management. They link property budgets to program directions. They are used for defining expected budgetary needs. They are particularly helpful for properties for identifying, planning, and tracking major projects. The long timeline allows properties to prioritize project needs.

After creation of the guide, properties will use it to track existing and plan new budget needs. The Property Specialist will oversee the development of the financial guides.

### **Property Performance Goals and Accomplishment Reporting**

The requirement that properties submit annual work plans was discontinued a number of years ago. The PARS accomplishment reporting system ceased use on July 1, 1999.

As a replacement for these two is a new, combined property performance goals and accomplishment reporting system which is developed using an ACCESS database format. Properties will regularly update accomplishments. Periodic reports will be sent to the Section Head.

## **Section Bullet Summary**

- Strategic plans provide overall direction for the Division and Properties Section.
- Ten-year financial guides provide budget planning and tracking, especially for major projects.
- A property performance goals and accomplishment reporting system is used to set property management goals and track accomplishments.