



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT
Employment First State for Individuals with Disabilities

ROY COOPER
GOVERNOR

CHARLES PERUSSE
STATE BUDGET DIRECTOR

January 8, 2021

MEMORANDUM

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

FROM: Charles Perusse *Charles Perusse*
State Budget Director

SUBJECT: 2021-23 Strategic Plans due May 1, 2021

The Office of State Budget and Management (OSBM) updated its strategic planning guidance and template for the 2021-23 fiscal biennium and requests that you submit a 2021-23 strategic plan by May 1, 2021.

A May 1st due date enables agencies to draft a 2-year plan which aligns with the biennial budget, as well as with agency and administrative transitions. Agency plans should continue to link to budget expansion requests. In addition, we ask that agencies consider Governor Cooper's priorities when drafting, including:

1. Positioning North Carolina to create new jobs and recover from pandemic economic losses;
2. Making North Carolina a Top Ten educated state;
3. Promoting healthier and safer communities; and
4. Ensuring an effective, accountable, well-run state government.

Agencies may reference the updated guidance and use the 2021-23 template posted to the [OSBM website](#) or another template of their choice, as long as it captures similar requirements. Please email completed plans to your designated OSBM budget analysts and Jonathan Meyer at Jonathan.Meyer@osbm.nc.gov. Plans will be made available online.

OSBM will host a strategic planning kickoff on Tuesday, January 26th from 10am-11am via Microsoft Teams. Click [here](#) to RSVP to the kickoff. We encourage you to share this link with the staff members who will work on your strategic plan.

In addition to the kickoff, OSBM offers agencies several opportunities for assistance drafting their strategic plans:

1. Performance Management Community of Practice: In early 2021, OSBM will host a [Performance Management Community of Practice](#) (PMCoP). The PMCoP is group of state agency representatives focused on integrating performance management techniques into their work. Participants share experiences and best practices and develop knowledge. At the first two meetings, OSBM will share its experience in applying its own strategic plan guidance and PMCoP participants will discuss lessons learned from drafting prior strategic plans.
2. Facilitation Services: OSBM analysts offer facilitation services to agency strategic planning and/or executive management teams for various types of working sessions. Using facilitation best practices, these services enable the proper design, execution, documentation, and follow-up actions for these sessions. Specifically, OSBM can help facilitate brainstorming sessions, environmental scans, S.W.O.T analyses, and vision statement and organization values review and development.
3. Consultative Services: OSBM analysts offer agencies external consultative services to provide deeper levels of expertise throughout the strategic planning process. Examples of these services include the development of performance measures, feedback on strategic plan proposals, and assistance with various planning processes/tools such as affinity mapping.

More information about OSBM's offered services is available on the [OSBM website](#).

The Department of Information Technology (DIT) will continue to issue [separate guidance](#) for IT plans. Your IT plan should align with your strategic plan's mission, goals, and objectives and identify all planned IT projects.

If you have any questions concerning the kickoff, guidance, template, or about strategic planning in general, please contact your OSBM budget development analyst.