

## **1.406 STRATEGIC MANAGEMENT PROGRAM**

- A. The agency's Strategic Management Plan (SMP) is a yearly program to affect the agency's five year plan of goals and objectives. The agency's five year plan includes:
  - 1. Long-term goals and operational objectives;
  - 2. Anticipated workload and population trends;
  - 3. Anticipated personnel levels;
  - 4. Anticipated capital improvements and equipment needs; and
  - 5. Provisions for review and revision as needed.
- B. The SMP requires an annual planning conference involving the chief, bureau commanders, unit commanders, and others as deemed necessary by the chief in order to formulate and annually update written goals and objectives for the agency and for each organizational component within the agency.
- C. Planning conferences and planning cycles will be based on the university's fiscal year.

### **1.406.10 Conference Objectives**

- A. The agency actively develops and utilizes goals and objectives as integral components of management functions.
- B. Goals and objectives will be developed, and updated as necessary, for the agency and for all organizational components within the agency during the planning conference.
- C. After goals and objectives are established and submitted through bureau commanders to the chief, a single goals and objectives plan will be made available to all agency employees as well as appropriate members of the university administration and community.

### **1.406.20 Review of Activities**

- A. At the minimum, bureau commanders will conduct yearly reviews with personnel from organizational components under their direction for the purpose of evaluating progress toward established goals and objectives.
- B. Bureau commanders will ensure their applicable goal and objective progress and evaluation reports are prepared, consolidated, and made available as source documents during yearly planning conferences.
- C. The agency's final goals and objectives progress report will be prepared by the Office of the Chief and made available to all agency employees as well as appropriate members of the university administration and community.