

OFFICE OF THE GOVERNOR
BUDGET AND PROGRAM PLANNING
STATE OF MONTANA

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11B – Memo 5

DATE: April 17, 2008

TO: Elected Officials, Department Directors,
and Centralized Services Administrators

FROM: David Ewer, Budget Director
Office of Budget and Program Planning

SUBJECT: **Agency Goals and Objectives – 2011 Biennium**

17-7-111(3)(c), MCA, states:

“The agency budget request must set forth . . . :

a statement of the agency mission and a statement of goals and objectives for each program of the agency. The goals and objectives must include, in a concise form, sufficient specific information and quantifiable information to enable the legislature to formulate an appropriations policy regarding the agency and its programs and to allow a determination, at some future date, on whether the agency has succeeded in attaining its goals and objectives.”

The statement of goals and objectives for each program of the agency, required by the statute above, must be submitted to the Budget Director, as part of its budget request, by September 1, 2008.

The following page contains guidance for Executive Branch agencies in developing their programs' goals and objectives as required by statute. It is provided as a courtesy for all of your information.

In an attempt to bring some consistency to this effort across and within Executive Branch agencies, I offer some guidance that I hope you will find useful. Agencies should consider the goals and objectives developed as part of the 2009 Biennium Executive Budget as they develop their goals and objectives for the 2011 Biennium. Please look for opportunities to “keep it simple” and reduce unnecessary verbiage. A “less is more” approach will ease the process for all of us.

Agency goals and objectives should be consistent with the Guiding Principles and broader themes of the Schweitzer Administration. These themes should be applied within the following three Guiding Principles:

1. Sustainability
2. Efficiency
3. Effectiveness

Goals and objectives within the Schweitzer Administration should be consistent with the broader themes of Governor Schweitzer where applicable. Themes include:

- Private Sector Job Creation and Wage Increases
- Statewide Economic Development
- Clean & Green Energy Development
- Government Efficiency
- World Class Schools/Life Long Learning
- Public Access to Public Lands
- Family Economic Self Sufficiency
- Public Safety
- Restoration of Natural Resources/Restoration Economy
- Healthy Montana
- Community Based Services
- Improved Internal Controls
- Information Technology Security
- Government to Government Relations with Montana Tribes
- Young Montanans with Disabilities in Transition

Discussions on Executive Branch agency goals and objectives should occur between the Governor’s Office policy staff, OBPP staff, and agency staff between now and the submittal date of **September 1**. Agencies should begin now to develop their goals and objectives and communicate often with both budget and policy staff in the Governor’s Office.

I look forward to working with all of you in the coming months to ensure these documents accurately reflect Governor Schweitzer’s vision for Montana state government and its relationship with Montana’s citizens.