

# Iowa Department of Management



## **BUDGET DEVELOPMENT REPORT-OUT JUNE 26-28, 2018**



# Why Are We Here?

Dave/Joel



- Budget development processes are unknown
- No documentation of processes

# Team “Poof! There it is!”



**Dave Fardal**  
**Dennis Hart**  
**Linda Leto**

**Heather Hackbarth**  
**Sandi Hurtado-Peters**  
**Deb Scrowther**

**Mike Hahn**  
**Joel Lunde**  
**Steve Timmins**

# Scope

Heather



This event will address the DOM Budgeting process from the time DOM notifies an agency with budget instructions to when the CAFR is completed for that fiscal year.

# Objectives

Sandi



1. Understand the responsibilities/processes of the DOM's Budget Analysts and Performance Results staff in the budget process
2. Identify gaps where there are no standard processes
3. Identify best practices that can be used for the budgeting process
4. Identify key processes performed by only one person
5. Identify opportunities for improvement

# Goals

Linda



- Develop a framework for a plan that strategically identifies and prioritizes opportunities for standardization, improvements, and training for processes that are the responsibilities of DOM in the budgeting process.



# What is Value Stream Mapping?

Marcia



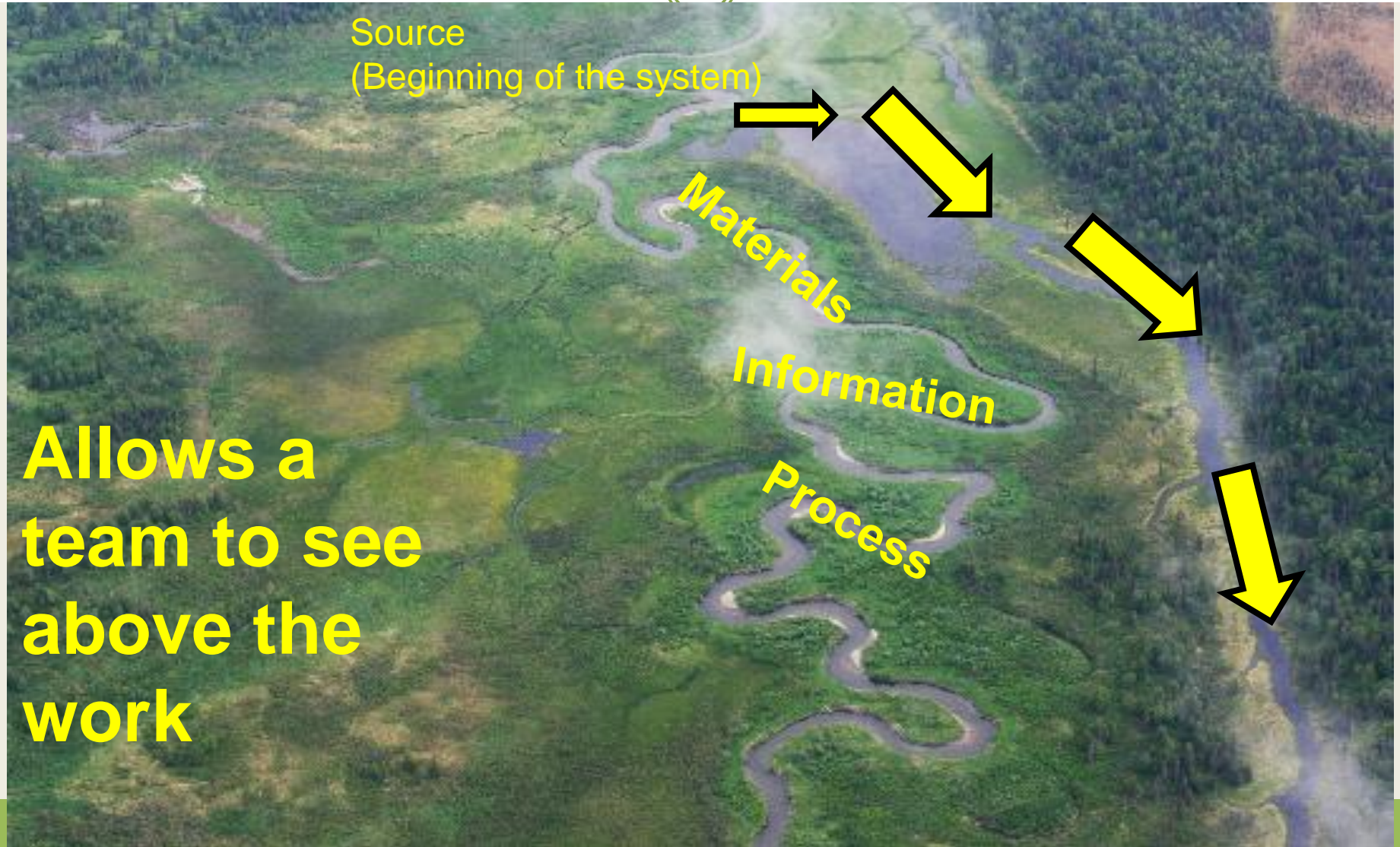
Source  
(Beginning of the system)

Materials

Information

Process

**Allows a  
team to see  
above the  
work**



# 50,000 View

Linda



June – July  
2018

July  
2018

August  
2018

August/September  
2018  
(ongoing)

Oct. 1<sup>st</sup>  
2018

Oct. 2018 – Jan. 2019

January – May  
2019

April  
2019

April – May  
2019

June  
2019

July 2019 – Sept. 2020

September  
2020

October  
2020

Develop &  
Send Budget  
Guidance  
Letter

Prep the  
Budget  
System for  
FY '20

Open System  
for Agencies  
& Training

Provide Technical  
Assistance to  
Agencies for Budget  
Request  
(Guidance/Meetings)

Receive  
Entered  
Budgets

Produce  
Governor's  
Budget

Track/Analyze  
Budget and Policy  
Legislation

Prepare for  
Budget  
Implementation  
for FY '20

Meetings with  
Governor for  
Final Action

Agency  
Spending  
Plan  
FY '20

Manage/  
Monitor  
Budget for  
Current  
FY '20

Close Budget  
FY '20

Prepare CAFR  
FY '20



# Value Streams – Current State

Mike



# What did we see?

Deb



- Complexity
- A lot of institutional knowledge
- Lots of opportunities to standardize
- Needed to understand current processes to guide manual development
- Budget 101 Training for Agencies would be helpful

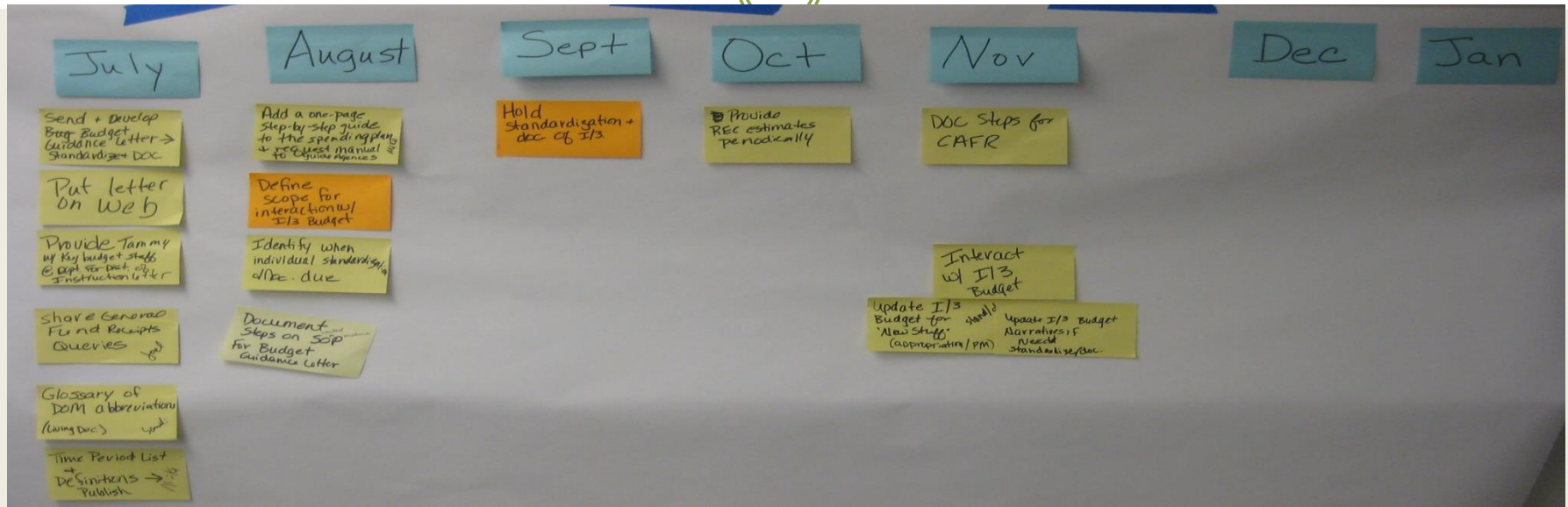
## Steve





# Future State

Dennis



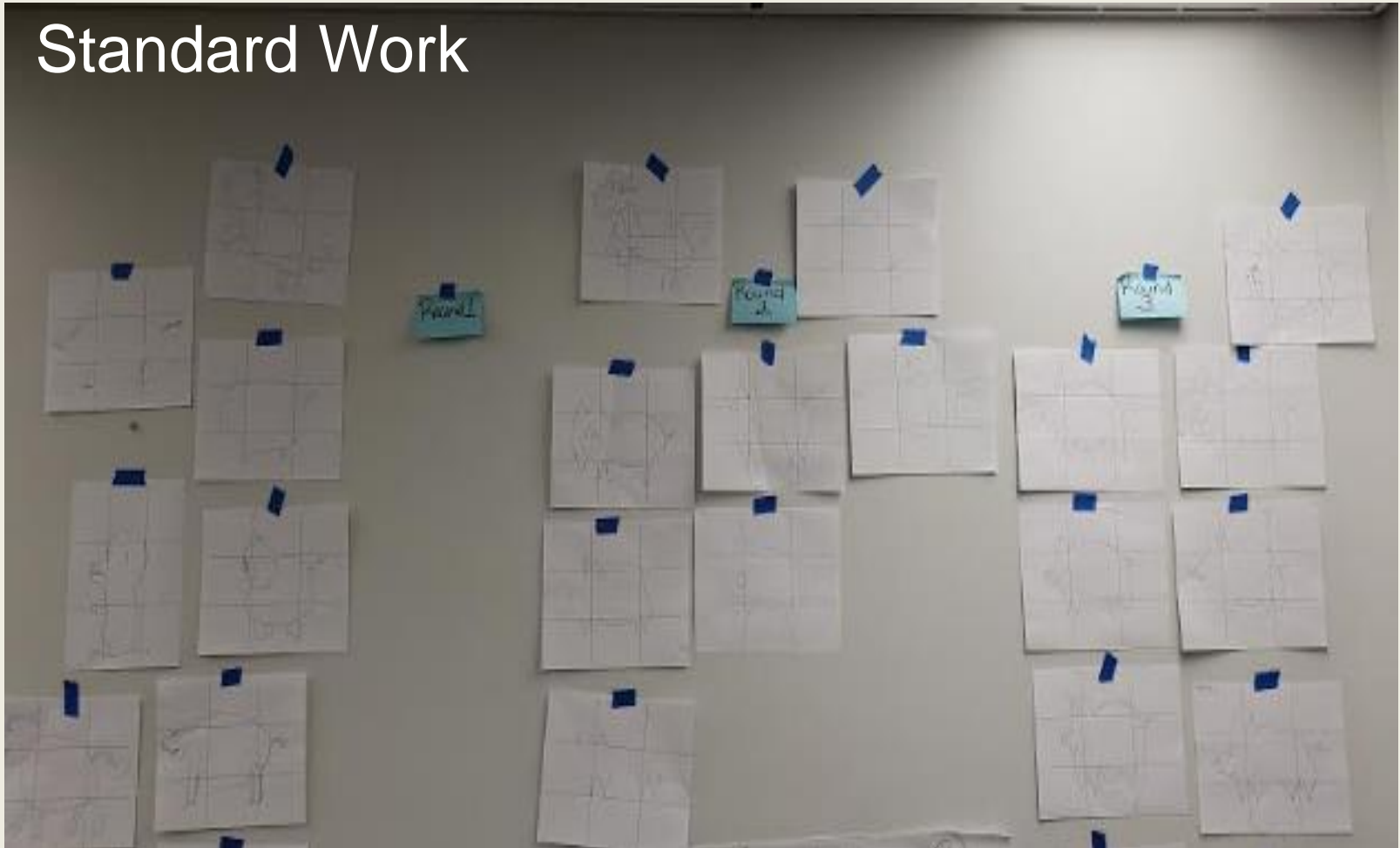
- Place Budget Guidance Letter on Web
- Standardize and Document Budget Guidance Letter Process
- Develop Glossary of Acronyms
- Sharing General Fund Receipt Queries
- Time Period List and Definitions Published
- Standardize and Document Budget Guidance Letter Process

# Simpler – Faster – Better

Dave

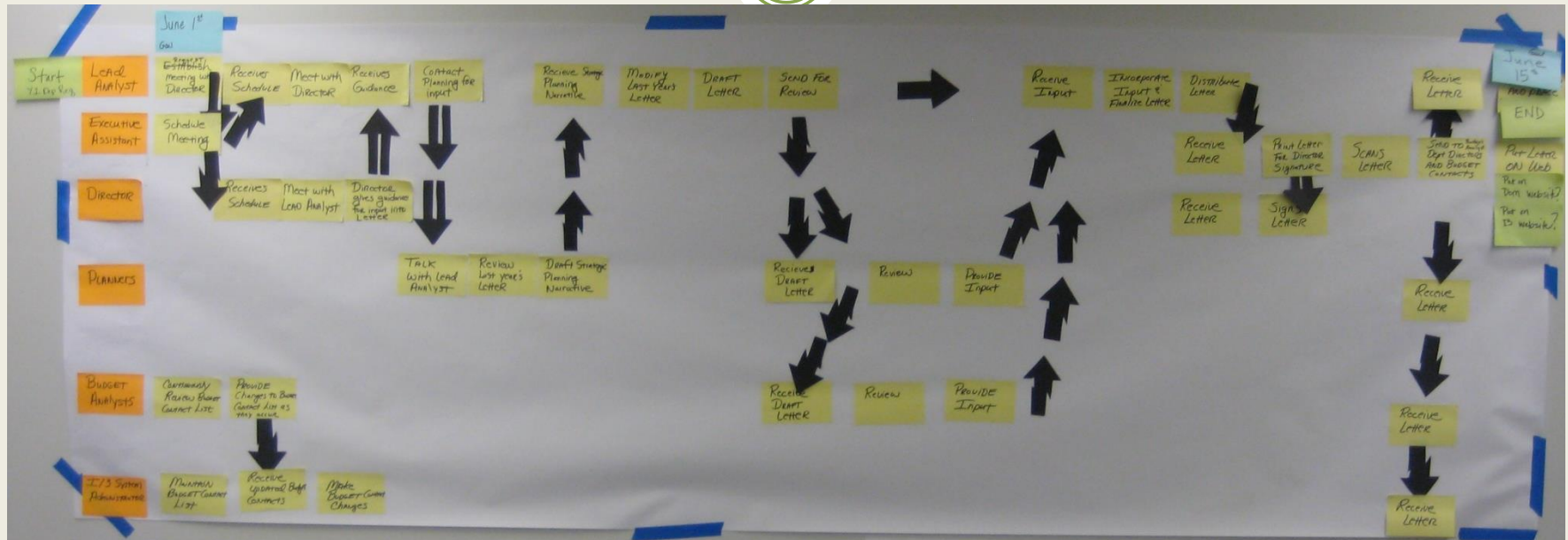


## Standard Work



# Budget Guidance Letter Process

Daye



sure Budget Guidance Letter  
 This initiative will address the Budget Guidance Letter process from the time Joel meets w/ the Director, for instructions, through the time the letter is distributed.

- 1) Timeliness
- 2) All appropriate people see letter
- 3) The information is accurate,
- 4) Clear, concise, complete
- 4) Standard, documented process

Please  
 Do NOT  
 Remove Documents from  
 Walls.  
 I will do so on Monday  
 THANK YOU!  
 Marcus Tapp



# Standard Operating Procedure

Joel



<b>Name of Process:</b> Budget Guidance Letter			<b>Description/Purpose of Process:</b> To provide guidance to agency on budget development.		
<b>Date of Standard Work:</b> June 27, 2018					
<b>Process Owner:</b> Lead Analyst			<b>Process Scope:</b> Budget Guidance Letter process starts from the time Joel meets with the director of DOM for instructions through the time the letter is distributed.		
<b>Needed Tools/Supplies:</b>					
Sequence #	Process Steps: The "What" Important steps performed that advances the work.	Time	The "How" <i>Safety:</i> Injury avoidance, ergonomics, danger points <i>Quality:</i> Defect avoidance, check points, standards <i>Technique:</i> Efficient movement, special	Reasons for Key Points: The "Why" List the reasons for the key points	Training Aid: Diagrams, layouts, screen shots
1	Schedule Meeting with Director		*Lead analyst contacts director to start process. *Executive adm. Schedules meeting (Calendar invite)	*Assigned task to Lead Analyst	
2	Meeting with Director		*Contents of letter determined:		
3					
4					
5					
6					
7					
8					
9					
10					



# Questions?