

**PLAN  
IMPLEMENTATION STRATEGY  
(Module 3, Course #1610-03C)**

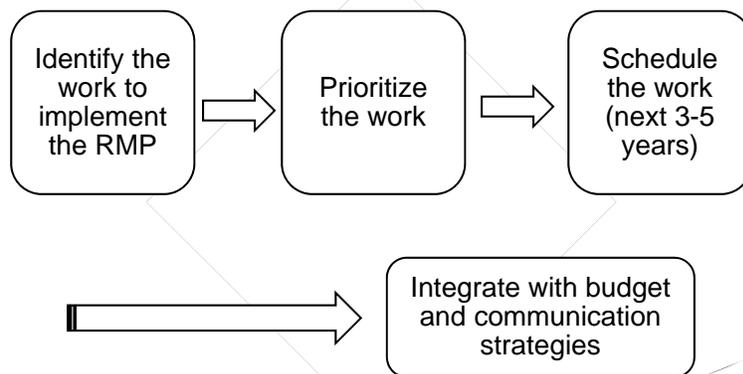
**Step 3 – Schedule the Work  
to Implement the RMP**

Plan Implementation Strategy, Module 3 (1610-03C)

**Step 3 – Schedule the Work**

**3.1 Introduction**

## 3-Step Process



## Objective of Step 3

Upon completion of this online module, you should be able to:

- ◎ Schedule the projects/tasks/management actions by identifying the units to be completed over the next 3 to 5 years

## Who Should Participate

- ⦿ Field or district manager
- ⦿ Budget person
- ⦿ Resource staff from FO/DO/SO (as appropriate)
- ⦿ Cooperating agencies or other partners

Filled in for you		Step 1			Step 2		Step 3					
1 & 2		3	4	5	6	7	8	9	10	11	12	13
Resources and Programs (Talk to your state P&EC to make any changes)		Projects, Management Actions, Tasks (from RMP)	PEs	Where	Priority	Magnitude	FY12	FY13	FY14	FY15	FY16	Cross Reference
Fire Management	Wildfire Management	Manage fires	AB	Here	H	H						See c
		Burn stuff	CD	there	L	M						
		Protect things	PE	Every	H	N						
Access	Land Tenure	Sell these parcels	GG	Where	L	H						
		Exchange those	FT, TT	Here	M	L						
	Land Use (ROWs)	Process permits	CD	there	M	H						Like x
		Process withdrawal	AC	Every	M	M						
		Issue ROWs	DC	Where	M	L						
		Monitor stuff	BB	Here	L	H						
	Unauthorized Use	Resolve trespass	AD	there	L	M						
Educate people		BC	Every	H	L							
Use volunteers to help with stuff		AC, DC	Where	H	L						fire	

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## Step 3 – Schedule the Work

### 3.2 Methodology (How to do Step 3)

## What You Need for Step 3

Current Project Element (PE) codes  
with units of measure

Current and past Project Target  
Allocation (PTA)

Example spreadsheet

**Now is a good time to stop  
the video and discuss  
budget process basics:**

- Terminology
- Timing
- How it works in your office
- Etc.

Division of Budget - WO-880 - Home - Windows Internet Explorer

http://web.blm.gov/wo-880/wo880/

Division of Budget  
WO-880

HOME STAFF CONTACTS LINKS DISCLAIMER

Last Site Update: 5/9/2012

**Welcome to the BLM Budget Office web site!**  
**We hope you enjoy your stay.**

The BLM Budget Office supports the BLM mission by developing and implementing efficient and effective budget services. We provide accurate, high-quality, timely, and innovative customer service by collaborating and cooperating internally, being proactive and competitive externally, and striving to maximize on-the-ground capability for implementing the BLM's mission.

**Budget Officer: Linda Smith**

**BUDGET SHAREPOINT SITE**

Site Updates:	
<b>2012 AWP.</b> We will begin posting documents starting today. See posted documents under the "Budget Document" tab to the left.	1/17/2012
<b>2012 PTA.</b> Program directives will be posted starting today. See posted documents under the "Budget Document" tab to the left.	5/16/2011
<b>Division of Budget Contacts,</b> revised under the "Contacts" tab at the top of the page.	4/11/2011
<b>DOI Strategic Plan,</b> posted under the "Performance Information" tab to the left.	1/29/2011
<b>Strategic Plan Framework &amp; Measures,</b> posted under the "Performance Information" tab to the left.	1/5/2011
<b>2011 CR Cost Targets,</b> spreadsheet posted under "2011 PTA" under the "Budget Documents" tab to the left.	9/30/2010
<b>BACK UP AND RUNNING!</b> - All links should be fully functional again by 9.20.10.	9/17/2010

## Scheduling Tasks in the Out-years

### Things to consider:

- ◎ Look at current (projected) & past (actual) PTAs
  - What is funded for next year already?
  - What is our average workload like for non-discretionary work?
- ◎ What major projects do we want to initiate?
- ◎ How much can we really fit in each year given funding and workforce limitations?



## Remember...

Schedule the target  
in the year you intend  
to complete it.

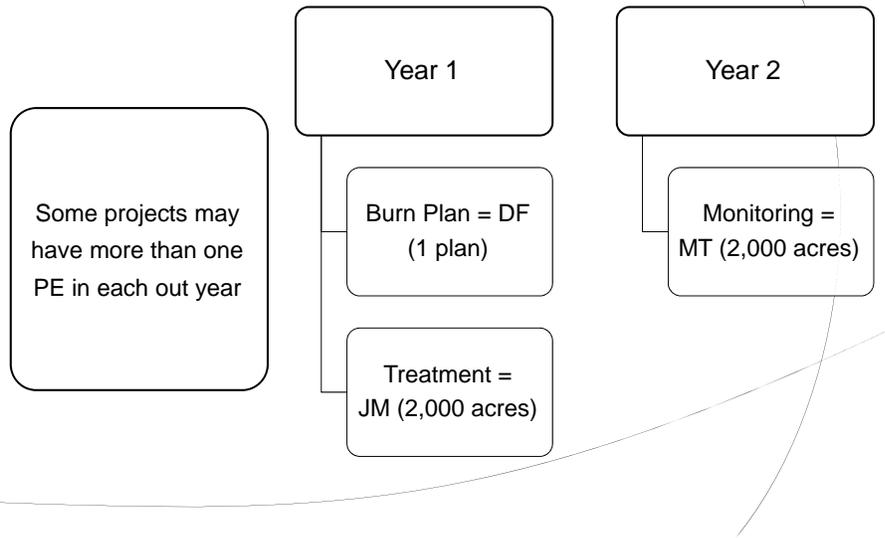


## Tips

Just because a project is identified as high priority, that doesn't guarantee it will be completed in the next year or two

Documenting and tracking it in the matrix is the best way to make sure it gets done when possible

## Scheduling Successional Tasks



## Step 3 Methodology

- ◎ Like Step 2, there is lots of flexibility
- ◎ Start with the same groups you used for Steps 1 and/or 2 or start individually
- ◎ Report out and discuss with large group
- ◎ Manager provides oversight



# Tips

Everyone with program responsibility must participate

SO/WO participation is helpful

Field manager can facilitate

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## Step 3 – Schedule the Work

### 3.3 Budget

If you've successfully integrated budget and implementation and would like to share it, please contact:

*Cathy Humphrey*  
*chumphre@blm.gov*  
*602-906-5536*



## Budget Tip

Setting priorities & scheduling tasks can prepare your Field Office for the Budget Planning System (BPS)



## Budget Tip

Worksheet can be used to  
communicate with the  
State Office and the  
Washington Office



## Budget Tip

Update spreadsheet  
before the PTA



## Budget Tip

Add column with budget theme to spreadsheet



## Budget Tip

Worksheet can justify budget needs when last-minute funding comes available

## Tying Budget to Implementation in AZ

- ⦿ Tied Arizona strategies to national strategies
- ⦿ Increased our ability to compete for funding
- ⦿ Improved consistency within the state
- ⦿ Allowed us to be more strategic when completing for budget nationally

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### Step 3 – Schedule the Work

## 3.4 Communication Strategy

## Goals of Communication Strategy

- ⦿ Share priorities and workloads within the BLM
  - Within the office
  - Within the state
  - Nationally
- ⦿ Share priorities and workloads externally
  - Cooperating agencies
  - Other partners
  - General public

## Purposes of Communication Strategy

- ⦿ Create, maintain, and enhance partnerships
- ⦿ Leverage funds internally and externally
- ⦿ Develop understanding of office workloads and backlogs
- ⦿ Display progress in meeting goals
- ⦿ Foster discussion of common goals with partners

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## Step 3 – Schedule the Work

### 3.5 Conclusion and Next Steps

## In Summary

- ⦿ The worksheet is intended to be a flexible, updateable, useable tool
- ⦿ Document and track updates and changes
- ⦿ Annually, drop completed fiscal year (Column 8), add a year at the end, update priorities and magnitude (Columns 6 and 7), update projects/tasks/ management actions (Column 3)
- ⦿ Incorporate process into budget system
- ⦿ Determine and document process for using and updating worksheets.

## **In Conclusion...**

**No posttest!!**

To successfully complete this module:

- Complete Plan Implementation spreadsheet
- Get buy-off from management
- Send to State Office P&EC for final review and approval
- Discuss how to use spreadsheet in the annual budget process
- Keep it up to date!