

Part 401 – Planning

Subpart E – Business Planning

Annual Initiative Template

The Annual Initiative Template must include the following items when establishing and defining annual initiative.

- (1) **Annual Initiative.**—A major endeavor that NRCS needs to accomplish this year to advance the agency toward achieving the goals and objectives in the NRCS Strategic Plan (e.g., Conservation Delivery Streamlining Initiative, Financial Audit Material Weaknesses Strategy, organizational improvement, landscape conservation initiatives).
- (2) **Description.**—Brief, simple description of the initiative and what is the desired state (e.g., nationwide release of Conservation Delivery Streamlining Initiative (CDSI) products by the end of the fiscal year).
- (3) **Annual Initiative Measure.**—Describes how success in achieving the initiative will be measured and tracked. It should be specific and quantifiable, and it will be an output or outcome (e.g., increase percent of time staff spent working with clients on core mission activities).
- (4) **Target.**—The level or performance or rate of improvement needed. Where possible, it is the numeric target NRCS aspires to achieve for the annual initiative measure (e.g., 75 percent).
- (5) **Planned Completion Date.**—The month, day, and year by which the initiative will be achieved. The date must not be any earlier than the planned completion dates for milestones, activities, and tasks below.
- (6) **Lead Accountable Official.**—Representative for the annual initiative. This person should be the executive leadership member who has the most involvement in the work to be done on the Initiative.
- (7) **Milestone 1.**—Significant work effort contributing to the accomplishment of the initiative (e.g., implement a readiness strategy).
- (8) **Description.**—A brief, clear description of the specific work that must be accomplished within the year (e.g., prepare offices for next generation tools by developing technical worksheets and training).
- (9) **Accountable Officials.**—Executive leadership member who is responsible for coordination across work areas to accomplish the milestone.
- (10) **Measure.**—Describes how the success of milestone-1 will be measured (e.g., percentage of NRCS offices prepared for the national implementation of version-1).
- (11) **Target.**—The level or performance needed to state that milestone-1 is accomplished (e.g., 100 percent).
- (12) **Planned Completion Date.**—The month, day, and year the milestone will be completed.
- (13) **Activity 1.**—Lower level activity that must be accomplished to achieve the milestone (e.g., update national database with new resource concerns).
- (14) **Responsible Officials.**—People responsible for accomplishing the activity.
- (15) **Planned Completion Date.**—The month, day, and year the activity will be performed.
- (16) **Task 1.**—Optional. Complete at the discretion of the work area.
- (17) **Responsible Officials.**—People responsible for accomplishing the task.

Title 340 – General Manual

(18) **Planned Completion Date.**—The month, day, and year the task will be completed.