



TACTICAL PLANNING REPORTING FEEDBACK SURVEY

The Tactical Planning Unit considers your feedback valuable and essential to define process change and possible improvement with the Tactical Planning Reporting process. Please take the time to complete the survey below and return it to us.

Name _____ Date _____

Agency _____

Title _____

The Annual Tactical Planning Process

1. How long have you been employed in State Government?
 Less than 1 year 1 – 3 years 3 -10 years Greater than 10 years
2. Do you participate in the annual Tactical Planning Status Process?
 Yes No
3. How many years have you been engaged in the Tactical Planning reporting process?
 N/A < 1 year 1 – 3 years 3 -10 years
4. If new to the process, did you participate in Tactical Planning Sessions or have experience in managing work to Tactical Planning in previous positions?
 Yes No
5. If new to the process, were you trained?
 Yes No
6. Did the training result in a working knowledge of what is required to effectively manage work done in alignment with Tactical Planning?
 Yes No
7. If seasoned, is it difficult to compile the necessary data needed to complete plan status?
 Yes No
8. Do you find it is difficult to compile the necessary data within the time allotted?
 Yes No
9. On an average how long does it take you to complete the necessary updates?
 15 – 30 Days 31 – 60 Days > 60 Days
10. Is there enough information available for you to easily do the work?
 Strongly Agree Agree Not Applicable
 Disagree Strongly Disagree
11. What tools do you think could better assist you in completing your annual tactical planning reporting? Select all that apply
 Tutorials Written Policies Procedures
 Templates Shared Repository Timed Notifications
 Training Standards Workflows
 Easy Access to Agency Tactical Plans
12. Are you familiar with <http://www.state.nj.us/infobank/circular/eocc225.pdf>?
 Yes No
13. How do you see <http://www.state.nj.us/infobank/circular/eocc225.pdf> impacting the Tactical Planning Process in place today?
 No Change Minimal Change Major Change
14. Are you familiar with [Circular 24-04-OMB/DPP/OIT?](#)
 Yes No

15. How do you see [Circular 24-04-OMB/DPP/OIT](#) impacting the Tactical Planning Process in place today?
 No Change Minimal Change Major Change
16. If you selected change for the above 2 polices, what would you expect to change?
 Links within our templates specific to the policies Verbiage changes specific to the policies
 Restructure of the process
17. From a rating of 1-10, 10 being the highest, how would you rate the overall ease of use of the current process?
 1 2 3 4 5 6 7 8 9 10

Tactical Planning Unit – Process Impact

18. Do you process Procurement Requests?
 Yes No
19. Do you process RFP's?
 Yes No



Stop here, if you selected "No" to both of the questions above.



20. How often do you process Procurements or RFP requests per year?
 Not Applicable 1 – 10 Greater than 10
21. Do you have immediate access to the Agency Tactical Plans?
 Yes No
22. Is it clear when reviewing Tactical Plans what funds are available to support a procurement request?
 Yes No
23. Are plans monitored and funds adjusted within the plans as each procurement is processed?
 Yes No
24. In your experience, would you say project managers or project sponsors seeking approval for procurement are aware of what funds are available within the project budget?
 Yes No
25. Have you seen Tactical Planning Unit requirements cause a delay in your Agency's procurement or RFP deadlines?
 Yes No
26. Have you been required to provide additional documentation to support approval of a request?
 Yes No
27. Do you have access to other resources who can assist with documentation if unavailable?
 Yes No
28. Have your own Procurements or RFP's been delayed for additional information requested by the Tactical Planning Unit?
 Yes No
29. How often has a new Tactical Plan or updates to an existing Tactical Plan been requested by the Tactical Planning Unit?
 1 -5 5 – 10 > 10
30. Are you or others responsible for creating or updating Tactical Plans to support a procurement request?
 I am Others are
31. How often do you see delays in your procurement requests or RFP'S from a Tactical Planning Unit review?
 < 1% 1 – 10% 10 – 25% > 25%
32. On an average how many days does it take to resolve a Procurement EPU action item?
 1 -5 5 – 10 > 10
33. On an average how many steps does it take to resolve an EPU action item delaying your procurement request?
 1 - 2 3 – 4 > 4
34. On an average how many days does it take to respond to an RFP Review action item?
 1 -5 5 – 10 > 10
35. On an average how many steps does it take to respond to an RFP Review action item?
 1 - 2 3 – 4 > 4

Thank You, for your support and assistance, please feel free to add any additional comments you may have. Your feedback is very important to us.