

Management Services BSC

Management Services' purpose is to maximize federal funding, minimize federal regulatory impacts, and provide other essential services to WYDOT management

GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	Last Year
<i>Coordinate WYDOT Rules and Policies</i>						
	# of rules and policies prepared per year		10/year	TBD		
		<i>Draft, revise, or rescind rules and policies</i>				
		<i>Maintain and distribute rules and policies (hard copy and electronic)</i>			Hard copy and electronic	

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<i>Improve Office Environment</i>						
	# of team building opportunities or staff meetings		12/year	TBD		
		<i>Practice good customer service skills</i>				
		<i>Review office lay-out for possible redesign</i>				
		<i>Provide personal development with opportunities to utilize</i>				
		<i>Participate in budget preparation</i>				
		<i>Initiate succession planning</i>				
		<i>Provide growth opportunities</i>				
		<i>Participate in team building opportunities (keep informed, encourage discussion)</i>				

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Support Executive Staff						
	# of bullet point or other briefings		12/year	TBD		
	Budget Variance		At or under budget	TBD		-24.6 (14) -27.1 (13)
		<i>Research transportation and other issues, as requested</i>				
		<i>Provide graphics</i>				
		<i>Prepare briefings</i>				
		<i>Stay at or under budget</i>				

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<i>Develop e-Learning Services</i>						
	Completion date to re-assess functions of multi-media position		9/30/2015	TBD		
		<i>Attend training to keep up with current software</i>				
		<i>Re-assess functions of multi-media position</i>				
		<i>Develop a comprehensive presentation that supports e-Learning</i>			Presented in 7/2015	
		<i>Continue to present the case for adding an e-Learning/multi-media resource</i>				

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GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	Last Year
<i>Participate in Federal Program</i>						
	% of docket comments submitted		100%	TBD		
		<i>Participate in 5 state coalition and AASHTO</i>				
		<i>Review legislation</i>				
		<i>Review federal register and other notices; participate in formulating and collecting Department, 5-state, and AASHTO responses; and submit formal Department comments or other appropriate input on relevant topics</i>				

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GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	COMMENTS	Last Year
Create, deliver, and retain WYDOT Publications and Essential Graphics						
	Completion date for Annual Report		Published by end of May each year	TBD		
	# of Commission Minutes distributed		12/year	TBD		
		<i>Attend training to keep up with current software</i>				
		<i>Publish Annual Report, Fact Book, and Budget Presentation</i>				
		<i>Research new publications</i>				
		<i>Research delivery methods for publications</i>				
		<i>Formalize Long-Term Records Management</i>				
		<i>Maintain and expand permanent searchable Commission Minutes database</i>				
		<i>Distribute minutes, provide excerpts, and perform searches</i>				
		<i>Update Program brochure and publish on the intranet</i>				