Program Narrative Instructions

Purpose

 To describe the program, document the program's objectives, and identify the specific agency goal(s) these objectives support. The program narrative should be used to provide highly detailed information regarding request priorities and significant Issues.

Getting Started

In the left-margin menu, under Narratives, click "Program Narrative".

- Budget Cycle defaults to the current cycle.
 - Select *Agency, Division* (if applicable), and *Version* from the options that have been assigned to you (see Time-Saver Tip on the right margin).
 - Select Program.
- 1. Select a **narrative tab** and click **content** to begin entering information. The Program Narrative screen contains four tabs. See the Narrative Content section below for content instructions on each tab.
 - The narrative tab currently selected appears in the **information bar**.
 - Narrative tabs with two edit windows are limited to a prinimum and maximum number of characters as defined on the screen. Text in the limited edit windows should be viewed as a summary of what is presented in the second, unlimited text window. The limited window is intended to be included in various standardized reports that will be generated from the system, such as the Governor's budget recommendations.
 - The Program Description, and Program Objectives tabs contain two edit windows. The Request Priorities and Significant Issues tab provides a single unlimited edit window.

Program Narrative 👔 💦 👘	
Budget Cycle: 2025-2027 Agency: 065 - ADMINISTRATIVE SERVICES Division: 04 - SBD Version: A1 - AGENCY REQUEST	Time-Saver TIP
Program: So STATE BULDING DIVISION	Set default options to
Save View Mode Reset	avoid repetitive
Program Description Program Objectives Request Priorities and Significant Issues	selections of Agency
Program Description	and Version.
Information for Publication (limited) Character Count 0 Minimum Characters: 50 Maximum Characters: 700	
▲ 🗈 Source 🖇 🛍 🏙 🚳 📾 😂 ザ 🗠 ~ 🏘 🌾 🗒 Ø 🖪 Ø B I 💆 目 日 目 日 日 日 日 日 日 日 日 日 日	Go to User Options
	in the upper right corner of any screen. Once your selections are made, press
Supporting Information (unlimited) Character Count: 0 Minimum Characters: 0	
_ I E Source 炎 脑 臨 豳 圖 ❷ ♥ ∽ / ∽ 桷 馀 圖 Ø B Z U 扫 註 铒 律 目 吾 君 〓 □ 云 ⊟ 回	Formatting TIP
Choose File No file chosen Attach Save View Mode Reset	Avoid the use of hard returns when entering narrative text. Using hard returns prevents normal text "wrap" and hinders publication.

- The Character Count shows how many characters are in the edit window and will update when sime is clicked.
- If the number of characters in the section exceeds the **Maximum Characters** allowed, then the information will <u>NOT</u> be saved but the **Character Count** will be updated. Reduce the number of characters to under the maximum, then save.
- Use the edit window **button bar** for standard word processing features. If any of the buttons look unfamiliar, point your mouse over the icon for a description of that feature. The [1] (i.e., Maximize the Editor Size) button simply toggles you back and forth from full-screen editor mode to the normal screen.
- Copy and Paste text into the edit windows using either the Ctrl-C and Ctrl-V functions (i.e., pressing the Control key and the V key at the same time) or the the same time) or the buttons on the left side of the edit window's button bar. To provide consistent formatting, a standard font style and size will be applied upon clicking .
- Attach supporting files (e.g., organizational chart graphics, picture/sound files, etc.) by clicking the Browse... button to locate the desired file and then clicking the Attach button. Attachments should not be referenced in the limited, Information for Publication edit window as the attachments will not be included with all reports.

CAUTION: You <u>must</u> click whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

Start-Up TIP

If any of the dropdown menus fail to show expected choices, you may need to have your *Security* settings adjusted.

Contact your agency administrator or the State Budget Division for assistance.

Program Narrative Instructions

Program Narrative Content

The biennial State budget process is intended to support the development of budget requests within a strategic results-based process. The agency's program narrative should describe the program, state program objectives, present request priorities and identify significant issues.

Avoid using first person reference including "we" and "our". Instead, third person references should be used as some of the narrative may be used in official Governor communications.

- Program Description A comprehensive description of the program and its purpose.
- Program Objectives The desired results to be accomplished by the program over the next two biennium with the
 efforts and resources of this program, subprograms, and services. Identify the strategies and actions planned to
 achieve those objectives.
- **Request Priorities and Significant Issues** In addition to describing request priorities and budget request Issues that require <u>additional</u> program funding, any proposed redirection of <u>existing</u> resources should also be described. Also, identify significant internal or external forces that will affect program performance.