



BUSINESS PLAN DASHBOARD

USER GUIDE

Updated October 2024

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Overview

The Business Plan Tracker is a Power BI Dashboard designed to offer a clear, filterable, and user-friendly interface for viewing submitted Work Unit Business Plans. This tool is tailored for the Kansas Department of Transportation's (KDOT) Leadership team and Work Unit Leaders, providing valuable insight into the agency's strategic planning efforts.

The Business Plan Tracker is maintained by the Continuous Improvement team. This document provides guidance on how to use the Business Plan Tracker.

For any Business Plan Tracker, Business Plan development, or Business Plan Portal inquiries, please contact the Continuous Improvement Team: [Valerie Jimenez](#), [Earl Witham](#), or [Mohith Ravi](#).

For all general Strategic Plan inquiries, please contact [Vanessa Lamoreaux](#), Deputy Secretary.

Access Business Plan Dashboard

Access to the Business Plan Tracker has been granted to the KDOT Leadership team. Staff members can view the specific Division, District, or Bureau they are responsible for.

If someone needs access to the Tracker, they can contact their Director or Bureau Chief. If they approve, have them notify the Continuous Improvement Team to grant them access.

The dashboard can be accessed through the following methods:

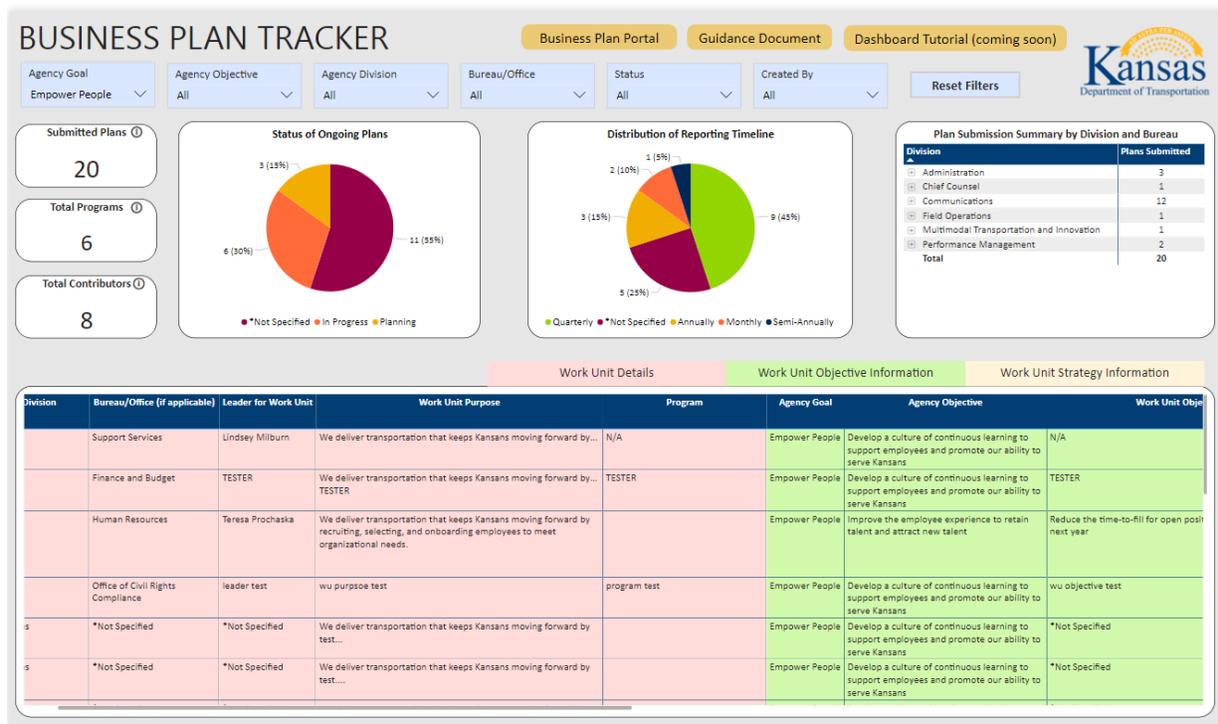
Link: [Business Plan Dashboard](#)

Strategic Plan Intranet Page: [Intranet Page](#)

Reports Portal: (Coming Soon)

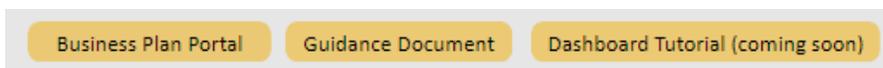
Navigating the Business Plan Dashboard

The dashboard automatically refreshes to display the most current submitted business plans.



Resources

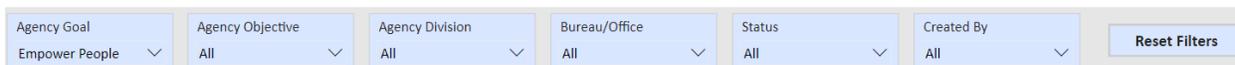
The top of the screen has several helpful Strategic Plan resources and links:



- **Business Plan Portal:** This link will take you to the Business Plan Reporting Portal.
- **Guidance Document:** This link will take you to the Strategic Plan Guidance Document.
- **Tracker User Manual:** This link will take you to the Dashboard User Manual (this document).

Filters

To filter through the submissions, you can use the numerous slicers at the top of the screen.



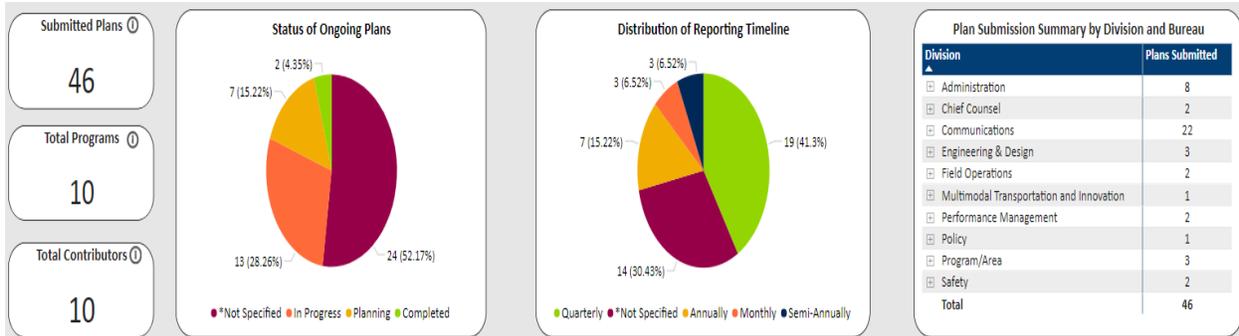
You can filter the plans by:

- Agency Goal
- Agency Objective
- Agency Division
- Bureau/Office
- Status
- Created By

The “Reset Filters” button will reset the entire screen to display all submissions.

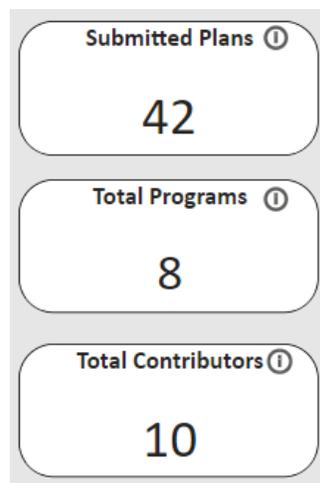
Key Statistics

There are several highlighted statistics that display helpful information about the business plans.

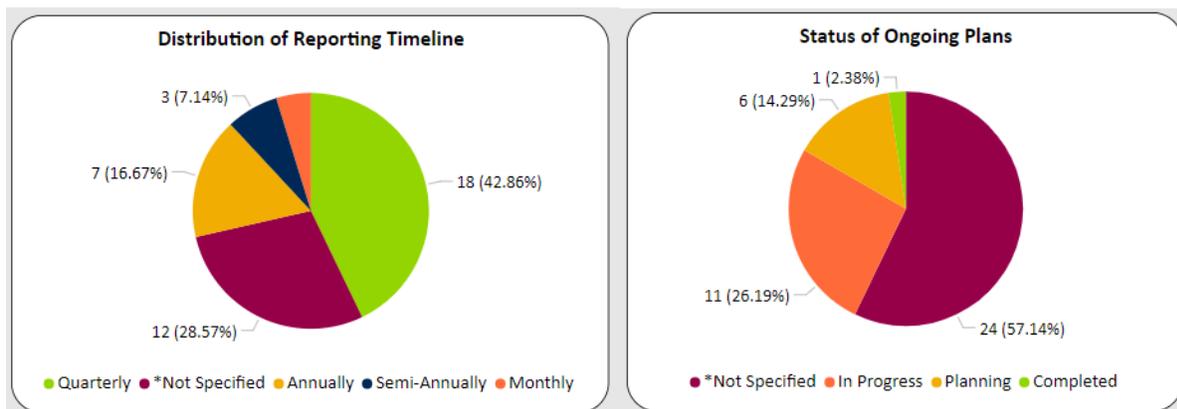


On the left side it will highlight:

- Submitted Plans: The total of all submitted plans.
- Total Programs: the total number of submissions for programs specifically.
- Total number of contributors: The total number of individuals who have submitted plans.



The Status of Ongoing Plans and Distribution of Reporting Timeline pie charts both provide insight into the reporting frequency and progress of the plans. Additionally, each chart is interactive and by clicking on a section and it will filter the rest of the dashboard to those specific business plans.



The Plans Submission Summary by Division and Bureau displays the number of Business Plans submitted by each Division. Additionally, it can be further detailed to show the specific number of plans by each Bureau, District or Program. If the individual who submitted the plan doesn't select a division or selects a division but leaves the bureau/office or program/area fields empty, it will be listed as "*Not Specified."

Division	Plans Submitted
Administration	8
Chief Counsel	1
Communications	21
Engineering & Design	3
Field Operations	2
Multimodal Transportation and Innovation	1
Performance Management	2
Policy	1
Program/Area	1
Safety	2
Total	42

Selecting any division, bureau, or line will highlight the corresponding submissions on the rest of the page.

Detailed Business Plans

The highlighted table shows the complete list of business plans. Use the slide bars to scroll and view each plan in its entirety. Clicking on a row will provide insights on the rest of the dashboard. The highlighted sections emphasize different parts of the business plans.

			Work Unit Details	Work Unit Objective Information	Work Unit Strategy Information	
Agency Division	Bureau/Office (if applicable)	Leader for Work Unit	Work Unit Purpose	Program	Agency Goal	Agency Objective
Engineering & Design	Right of Way	*Not Specified	We deliver transportation that keeps Kansans moving forward by...		Program and Service Delivery	Review and update policies to meet the evolving needs of the workforce, agency and technologies
Multimodal Transportation and Innovation	Innovative Technologies	Matt Stormer	We deliver transportation that keeps Kansans moving forward by... leveraging innovative technology investment opportunities to position the state for the future. The Innovative Technology Program provides financial assistance to partners for innovative technology projects that improve safety, leverage state funds to increase total technology investment and help both rural and urban areas of the state improve the transportation system.	Innovative Technology Grant Program	Empower People	Improve access to and delivery of tools, resources and guidance that help communities and partners thrive
Performance Management	*Not Specified	Valerie Jimenez	We deliver transportation that keeps Kansans moving forward by... helping improve business operations to optimal efficiency and productivity	Continuous Improvement	Empower People	Develop a culture of continuous learning to support employees and promote our ability to serve Kansans
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Policy	*Not Specified	*Not Specified	We deliver transportation that keeps Kansans moving forward by...		*Not Specified	*Not Specified
Safety	*Not Specified	Troy	We deliver transportation that keeps Kansans moving forward by valuing the safety of all employees for our transportation system.		Improve Safety	Promote the physical and psychological well-being of our workforce to reduce injuries and