Preparing and Submitting
Biennial Operating Plan
for Biennium 2010–2011

ABEST Instructions for State Agencies,
Institutions of Higher Education and Appellate Courts

For the Eighty-First Legislature, Regular Session

Legislative Budget Board
June 2009

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Table of Contents

I. INTRODUCTION

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Background and Requirements

Senate Bill 1701 78-R, Section 8 amended Government Code Section 2054.102.   The
Legislative Budget Board shall review and approve or disapprove the biennial operating plan or
biennial operating plan amendment not later than the 60th day after the date the plan or
amendment to the plan is submitted. The plan or amendment to the plan is considered to be
approved on the 61st day after the date the plan or amendment is submitted if the Legislative
Budget Board does not disapprove the plan or amendment before that date.

The following instructions are intended to streamline the information submitted in a Biennial
Operating Plan (BOP) and link it directly with information contained in agency budget
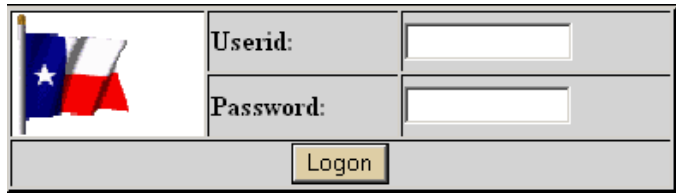submissions.

BOP Purpose

The BOP is a tool that agencies use to plan for the appropriate use of information resources to
support their mission, goals, objectives, and strategies. The BOP should implement an agency's
Strategic Plan, IR Strategic Plan, and the State Strategic Plan for information resources and
demonstrate how the agency intends to accomplish its strategic objectives using information
technology while remaining consistent with the agency's budget request.

BOP Submission

Information that was submitted in the Information Technology Detail (ITD) Plan has been
brought forward from the Conference Committee for SB 1 81st Legislature. Agencies and
institutions will need to reconcile any differences in the BOP. Once all changes (if any) have
been made and when all of the error messages have been cleared from the Agency Status screen,
set the BOP Status to complete.   This action will submit your BOP.

ABEST Access

To gain access to ABEST, your agency must be set up in the ABEST security system. If you do
not have access to ABEST please go to the LBB website (www.lbb.state.tx.us), use the following
path to submit a request for access: ONLINE REPORTING FOR AGENCIES/AGENCY LOGON REQUEST
FORMS/ABEST. (figure 1).

Figure 1 ABEST Log on Screen

You will need to change your profile located at the bottom of the ABEST screen to S0F from S01 (Figure 2).

Figure 2 Change Profile to Stage S0F

II. ADJUSTING YOUR BOP

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Adjustments

All rules that were set in the ***Information Technology Detail (ITD) Plan*** are still in effect. These include the calculator, edits and entering projects. You cannot delete a project in Stage S0F. If you need to delete information please contact your Information Resource Analyst at the Legislative Budget Board (LBB).

If you need to make adjustment to Project Financing or Strategy Allocation, please follow the guidelines listed in the ITD detailed instructions (June 2008).

III. CLOSING THE BOP

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Setting BOP Status to Complete

When all of the error messages have been cleared from the Agency Status screen, set the BOP Status to complete. (Figure 3.1)

Agency Name	Stage	Version	BOP Status	
320-TEXAS WORKFORCE COMM	S0F	1	I - INCOMPLETE	Change Status ▼
			Update Status	Change Status / C - COMPLETE

Figure 3.1 Setting BOP Status to Complete

To set the BOP Status to Complete,

• Choose COMPLETE from the drop-down list in the status change area at the top of the screen (Figure 3.1)

• Click the UPDATE STATUS button.

In the BOP STATUS box, (Figure 3.1) the status will change to COMPLETE.