PROGRAM INVENTORY
TELL YOUR STORY

PROGRAMMATIC BUDGETING

Programs create a shared language that communicates quickly and holistically the services your organization provides.

Department	Division	ProgNum	Program
Development Services	Zoning and Planning	646	Administer Telecommunications Permitting and Street Naming
Development Services	Code Enforcement	51	Blight Elimination/Exterior Property Maintenance/derelict vehicle (residential & commercial)
Development Services	Building Inspection	633	Building Construction Administration & Permitting
Development Services	Building Inspection	634	Building Construction Inspection

TELL YOUR STORY

Begin by reviewing the Starter Program Inventory to help identify many services your organization provides.

Delete any programs that your organization doesn't provide

Add any missing programs and describe them thoroughly

Update definitions of remaining programs to match your organization

REVIEW YOUR PROGRAMS

Programs communicate actions taken or end products delivered

Look through all of your department's programs through the lens of a layperson.

Find and remove acronyms and industry jargon

Don't be discouraged, shifting to programmatic discussions takes time to build organizational fluency

SHIFTS THE DISCUSSION

Programs allow for an end to line-item discussions for decision-making purposes

CREATES IDENTIFIABLE GOALS

Programs and their definitions create clear intentions about what a community is striving to achieve

BOOST TRANSPARENCY

Line-item budgeting shows us everything, but tells us nothing about how the resources are deployed, and fails to generate understanding

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Edit Program Info | Program Insights

Basic Program Info

ProgNum | **Program** | **ServiceType**

578 | Business Registrations and Licenses | Community

Program Description

Process registrations for businesses and business licenses in accordance with established laws and policies.

Program Comments

TIPS & TRICKS

Find the "Goldilocks Zone" of program sizing:
- Consider the size of a program compared to your department's overall budget
- Greater than an individual task
- Smaller than a department or division
- Communicates a narrative your organization is seeking to tell

OTHER INFORMATION TO CONSIDER

Every department should strive to have at least 5 programs, and most will have fewer than 40.

Programs may be modified throughout the PBBi process, as new data layer information is created.

1

IDENTIFY PROGRAMS
Delete, Add, then Update

2

REVIEW PROGRAMS
Review programs for sizing and consistency

3

ADD INSIGHTS
Identify the future of your programs

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