

2000 STRATEGIC PLANNING SESSION PRIORITIES
in Order of Highest Priority to Lowest

PHYSICAL FACILITIES

IMPROVED [INTERNAL] DIALOGUE/CONFERENCING

LEGISLATIVE INVOLVEMENT

COLLEGIAL RELATIONSHIPS

COMMUNICATION

TRIAGE APPROACH TO CASE MANAGEMENT

UNIFORM ENFORCEMENT AND APPLICATION OF RULES

IMPROVED OPINION WRITING

INTERNAL ORGANIZATION (STRUCTURE AND FUNCTIONING OF COURT)

FOCUSED TECHNOLOGY

PUBLIC INFORMATION

TRAINING/EDUCATION

NETWORKING

STAFF DEVELOPMENT

LOCATION OF JUDGES

STAFF/OFFICE PERSONNEL

**Court of Appeals of Georgia
Strategic Planning Meeting
7:00 p.m. Thursday, July 21, 2005
Agenda/Outline of Script
20 Minutes**

I. Welcome and Introduction
Chief Judge John H. Ruffin 3 Min.

II. Purpose of the Current Planning Meeting
Jan Kelley 4 Min.

Why Are We Doing This?

1. Cooperation with Governor & Legislature - Process for Other State Agencies
See Tab Titled Strategic Framework, Behind Tab Titled Thursday for Materials
Strategic Plan Framework and Sample Priorities Chart

Requirement of Strategic Plan and Link to Governor's State Goals

2. Continued Good Public Relations with Media and Legislature

a. *Recent Press about Judiciary Branch and Budget*
b. *Legislative Cuts to Judicial Budget 2006*

3. Need for Long Range Plan to Address Expected Changes in Facilities and Technology

a. *Document Court's Needs to Maintain And/or Improve Efficiency and Effectiveness.*
b. *Good Time to Prepare Governor & Legislature for Budgetary Needs For Space and Technology over the next Few Years.*

III. Previous Planning Session of Court 2000
Bill Martin 3 Min.

1. What Did We Accomplish?

a. *Development of a Mission and Vision Statement for the Whole Court*

b. *Initial Discussion of Priorities for the Court as a Whole*

See Tab Titled 2000 Priorities

2000 Strategic Planning Session Priorities 2000

2. What Was Not Accomplished?

Development of Priorities into Clear Objectives and Specific Desired Accomplishments/ Outcomes that can be Related to Budget Process

IV. What Do We Need to Do Now?

Bill Martin and John Ruggeri 6 Min.

Refine and Update Goals and Objectives for next Few Years in Light of Current Trends and Changes in Environment from Original Planning Session in 2000.

Description of Changes in the Environment Current Trends including Technologies (Information from environmental scan and recent technology changes.)

V. Outline of Presentation for Friday, July 22, 2005

Jan Kelley 3 Min.

1. Review of Suggested Goals and Objectives derived from 2000 Priorities and Define Expected Outcomes.

2. Link Goals to Governor's State Priorities

3. Adoption, Modification, or Rejection of Strategic Plan

4. Identification of Time Frames for Accomplishing Objectives

VII. Announcement of Time and Location of Friday Meeting

Chief Judge John H. Ruffin, Jr 1 Min.

Adjournment

**Court of Appeals of Georgia
Strategic Planning Meeting
9:00 a.m. Friday, July 22, 2005
Agenda**

- I. Welcome and IntroductionChief Judge John Ruffin

- II. Quick Review of Vision and Mission Adopted 2000Chief Judge John Ruffin

- III. Core Business, Business Values and Summary of Environmental Factors Which Affect Strategic Plan..... Bill Martin

- IV. Four Goals to Achieve Mission and Vision Organized under Two Broad Areas - Organizational Goals and Public Service Goals.....
.....Jan Kelley, Bill Martin

- V. Discussion of Objectives Under Each Goal and Time Frame for Achievement
 - Goal 1: Internal Court Structure.....Bill Martin and Jan Kelley

- BREAK 15 Min.

- Goal 2: Case Processing.....Bill Martin and John Ruggeri
- Goal 3: Public Information.....Holly Sparrow and John Ruggeri
- Goal 4: Opinion Writing Bill Martin and Jan Kelley

- VI. Success and Inhibiting Factors Bill Martin

- BREAK 15 Min.

- VII. Linkage of Goals to Governor's Plan Jan Kelley

VIII. Recap of One-Two Year Objectives/Outcomes Holly Sparrow

IX. Adoption of Plan..... Chief Judge John Ruffin

X. Wrap Up and Adjournment..... Chief Judge John Ruffin

1 ***Court of Appeals of Georgia
Strategic Plan***

2 ***Mission***

3 ***Vision***

4 ***Core Business***

5 ***Core Values***

6 ***External Factors***

7 ***Internal Factors***

8 ***Organizational Goal***

- **Improve efficacy of internal court's structure.**
 - Enhance Security
 - Improve Facilities
 - Uniform Application of Policies and Procedures
 - Business Continuity

9 ***Organizational Goal***

- **Increase efficiency and effectiveness of case processing by automation through use of technology.**
 - Online Legal Research
 - Court Web Portal
 - E-Filing and Electronic Documents Database
 - Business Continuity

10 ***Service-Related Goal***

- **Improve access to public information.**
 - History and Purpose of Court Video

- Public Information via Web Access
- Pro se litigant Video

11 ***Service-Related Goal***

- **Improved Opinion Writing.**
 - Development of Staff - In-house Training.
 - Reduce Caseloads for Judge/Staff.

12 ***Goal***

1. Improve efficacy of internal court's structure.

13 ***A. Enhance security through assessment, improved controlled access, and emergency procedures. (4 yr. plan)***

14 ***B. Improved Facilities***

1. *Consolidation of judges and staff.*
 - a. *Consolidate judges into one building*
(Judicial Building) (1-2 yr. plan)

15

- b. *Renovation and redesign all judges' offices into self-contained suites (LT).*

16 ***2. Consolidation of administrative support services in a single building. Relocation and redesign of administrative offices. (1-2 yr. plan)***

17 ***3. Enlargement/improvement of the Media Center. (1-2 yr. plan)***

18 ***4. Creation of Court of Appeals Conference Room (1-2 yr. plan)***

19 ***C. Uniform application of internal and state policies and procedures.***

1. *Development of new employee orientation manuals specific to each class of employee: judge (1-2 yr. plan), staff attorney (1-2 yr. plan), administrative assistant (1-2 yr. plan), clerk's staff (1-2 yr. plan)*

20 ***2. Development of employee intranet for access to personnel and internal***

policies and procedures (4 yr. plan)

- 21 **D. Development and implementation of Business Continuity Plan. (4 yr. plan)**

22 **Goal**

2. Increase the efficiency and effectiveness of case processing by automation through use of technology.

- 23 **A. More reliance on online legal research libraries. (4 yr. plan)**

- 24 **B. Enhancement of Court Web Portal for both in-house and remote access to legal research materials, draft memorandums and opinions. (4 yr. plan)**

- 25 **C. Development of e-filing and electronic documents database. (4 yr. plan & LT plan)**

26 **Goal**

3. Improve access to public information.

- 27 **A. Further education of the public on the history and purpose of the Court of Appeals. (1 yr. plan)**

- 28 **B. Provide more information to the parties, general public, and media through web access. (4 yr-LT plan)**

- 29 **C. Educate public on how to appeal a case in Georgia. (4 yr. plan)**

30 **Goal**

4. Improved Opinion Writing.

- 31 **A. Development of staff through in-house training. (1-2 yr. plan)**

- 32 **B. Reduce caseloads for judge/staff. (LT plan)**

33 **Success Factors**

34 **Success Inhibitors**