

**Court of Appeals of Georgia  
Strategic Planning Meeting  
9:00 a.m. Friday, July 22, 2005  
Agenda/Outline of Script  
2 Hours & 56 Minutes including Breaks**

- I. Welcome and Introduction  
Chief Judge John H. Ruffin ..... 5 Min.

Tab Titled Strategic Framework - Powerpoint Slides for Presentation with Note Sections

Announce Process:

- (1) Presentation of Plan by Staff, Discussion, Link to State Priorities
- (2) Outline Objectives for First Year
- (3) Vote on Plan

There will be Two Breaks as Shown on Agenda

- II. Quick Review of Vision and Mission Adopted 2000  
Chief Judge Ruffin ..... 4 Min.

For Benefit of Judges Not Here in 2000.

Tabs Titled Vision & Mission PowerPoint Slides

- III. Core Business, Business Values, and Summary of Environmental Factors which Affect Strategic Plan  
Bill Martin ..... 8 Min.

Tabs Titled Core Business/Values and Factors PowerPoint Slides

- IV. Four Goals to Achieve Mission and Vision Organized under Two Broad Areas: Organizational Goals and Public Service Goals  
Jan Kelley and Holly Sparrow..... 9 Min.

Tab Titled Goals - Power Point Slides

**Organizational Goals - Jan Kelley**

Goal: 1 Effective Internal Management

- A. Enhance Security
- B. Improve Facilities
- C. Cultivate Uniform Application of Policies and Procedures
- D. Ensure Business Continuity

Goal 2: Case Processing

- A. Increase Reliance on Online Tools
- B. Enhance Web Portal for In-House Uses

**Public Service Goals - Holly Sparrow**

Goal 3: Public Access

- A. Public Education on Court History
- B. Enhanced Public Information on Web Page
- C. Public Instruction on Appeals Process

Goal 4: Improved Opinion Writing

- A. Staff Training
- B. Reduced Caseload

V. Discussion of Objectives Under Each Goal & Time Frame for Achievement

Jan Kelley ..... 2 Min.

Tab Titled Links Behind Tab Strategic Framework -Linkage Chart - Describe How to Use

Goal 1: Objectives Tab Titled Goal 1 Powerpoint Slides

A-Bill Martin, B-Jan Kelley, C-Holly Sparrow, D-John Ruggeri .....20 Min.

**BREAK**

**15 Min.**

Goal 2: Objectives Tab Titled Goal 2 Powerpoint Slides

Bill Martin and John Ruggeri ..... 15 Min.

Goal 3: Public Information Tab Titled Goal 3 Powerpoint Slides

A&B-John Ruggeri, C-Holly Sparrow..... 15 Min.

Goal 4: Opinion Writing Tab Titled Goal 4 Powerpoint Slides

Bill Martin ..... 15 Min.

*70% equal access to work*

VI. Success/Inhibiting Factors Tab Titled Success Powerpoint Slides

Success-Holly Sparrow, Inhibitors (Bill Martin)..... 3 Min.

**BREAK**

**15 Min.**

VII. Linkage of Goals to Governor's Plan Tab Titled Strategic Link-Linkage Chart

(Create Easel Chart for Four Goals)

Jan Kelley ..... 15 Min.

VIII. Recap of One-Two Year Objectives/Outcomes (Write on Easel Chart)

Holly Sparrow ..... 10 Min.

IX. Adoption of Plan

Chief Judge Ruffin ..... 15 Min.

X. Wrap Up and Adjournment

Chief Judge Ruffin ..... 1 Min.