



TACTICAL PLAN NUMBER ASSIGNMENT FAQ'S

Q: Who assigns Tactical Planning numbers in OIT?

A: Tactical Plan Number assignment for OIT Sponsored Projects is managed by the OIT Tactical Planning Unit (OIT TPU).

Q: Why are we required to or what is the reason for getting a Tactical Plan number assigned?

A: Tactical Planning is a subset of Strategic Planning and therefore tied to the Budget. A project's funding is tied to the Agency's Tactical Plan.

Q: Who is responsible for assigning a Tactical Plan Number to my project?

A: If a project is sponsored/funded by your Agency, or an Agency other than OIT, the sponsoring Agency would assign the Tactical Plan Number.

Q: How do I know who to contact in my Agency to have a number assigned?

A: If you are having difficulty obtaining that information and need assistance finding a contact within your Agency, please feel free to contact us at OIT.workrequest@tech.nj.gov. We will do our best to assist you by reaching out to our contacts to see if they manage that or can point you in the right direction.

Q: How do I get a number assigned?

A: If you have an OIT sponsored project that requires a Tactical Plan number:

1. Have entered the project in as Work Intake or have contacted Solutions Management, they would then forward a request to OIT TPU for a number to be assigned.
2. Have not entered the project in as Work Intake, you can contact us directly. Please fully complete a Project ID Request form and email that to the OIT TPU at OIT.workrequest@tech.nj.gov.

Q: If I have submitted my project to SAR without a Tactical Plan number, and as a result they require one be assigned, do they order that for me?

A: No; you will need to do that, but the first step to doing that is verifying who is sponsoring or funding the project.

Q: What if the project is funded by a source other than the State Agency?

A: The State Agency would still be considered the sponsor of the project and therefore would need to assign the Tactical Plan number.

Please Note:

The OIT Tactical Planning Unit assigns Tactical Plan Numbers for projects sponsored and funded by OIT.

Please contact OIT.workrequest@tech.nj.gov with any questions you have with respect to Tactical Planning number assignment.