



# 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](mailto: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](mailto: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](mailto:OIT.workrequest@tech.nj.gov) with any questions you have with respect to Tactical Planning number assignment.