

**FDA Staff Manual Guides, Volume I – Organizations and Functions**

**Department of Health and Human Services**

**Food and Drug Administration**

**Office of Inspections and Investigations**

**Office of Business Informatics and Solutions Management**

**Division of Work Planning and Analytics**

Effective Date: May 13, 2024

**1. Division of Work Planning and Analytics (DCSFE).**

- A. Provide enterprise-wide data analysis and evaluation support for the Food and Drug Administration (FDA) Office of Inspections and Investigations (OII) field inspectorate activity.
- B. Works in coordination and consultation with the FDA Office of Digital Transformation (ODT) to be consistent with enterprise-wide priorities.

**2. Work Planning and Analytics Branch (DCSFE1).**

- A. Develops and maintains domestic, international, and import workload information.
- B. Coordinates with other FDA Centers and Offices in the development and execution of annual workplans.
- C. Develops planning and evaluation guidance materials, based on the FDA decisions and program evaluation data, for use by the field in program planning and budgeting. Assists the field in evaluating performance and programs.
- D. Analyzes field performance data, in consultation with Centers and Offices to evaluate overall field accomplishments in terms of stated goals and resource utilization.
- E. Analyzes field performance data, evaluates overall field accomplishments in terms of stated goals and resource utilization, establishes OII leadership dashboards that convey overall performance of OII annual priorities and

recommends changes in operational program plans and field manpower allocations in consultation with Centers and Offices.

- F. Serves as subject matter experts on the development of information systems solutions related to manpower utilization and data extraction.
- G. Manages the strategic planning, development, deployment, and maintenance of OII's web and digital media presence and leads and administers OII's collaborative work management tools.
- H. Proposes and implements a long-term vision for OII web/intranet communication channels, develops OII web policies, and leads the OII Web Council.
- I. Researches and consults on best practices for web communication and digital media and conducts website analyses to enhance the OII web experience.

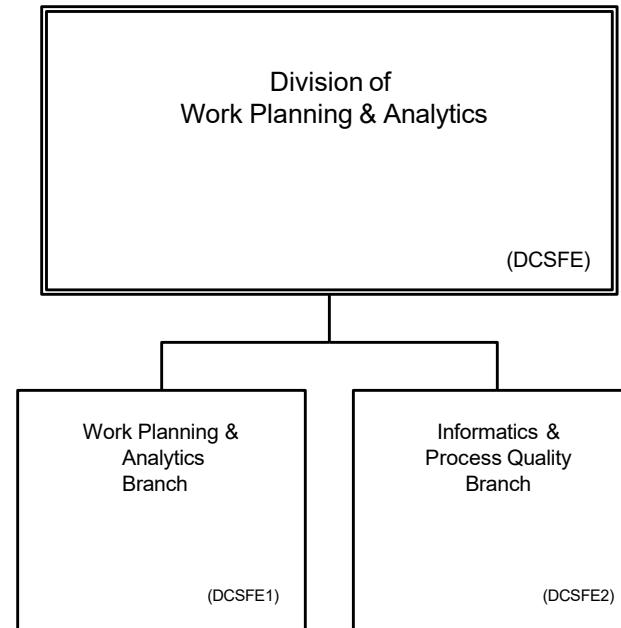
**3. Informatics and Process Quality Branch (DCSFE2).**

- A. Validates and updates official establishment inventory and registration monitoring data in support of field operational activities.
- B. Coordinates with other FDA components to ensure the official establishment inventory supports work planning efforts.
- C. Ensures quality data and processes for all of OII's business and operational information.

**4. Authority and Effective Date.**

The functional statements for the Division of Work Planning and Analytics were approved by the Secretary for Health and Human Services on March 5, 2024, and effective on May 13, 2024.

**Department of Health and Human Services  
Food and Drug Administration  
Office of Inspections and Investigations  
Office of Business Informatics and Solutions Management  
Division of Work Planning and Analytics**



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The following is the Department of Health and Human Services, Food and Drug Administration, Office of Inspections and Investigations, Office of Business Informatics' and Solutions Management, Division of Work Planning and Analytics organization structure depicting all the organizational structures reporting to the Director:

Work Planning and Analytics Branch (DCSFE1)

Informatics and Process Quality Branch (DCSFE2)