

Agenda Forecasting

Planning Session - Nov 24, 2011

Agenda

- 1) Project intent and scope
- 2) Detailed objectives / limiting factors / assumptions / risks
- 3) Team members
- 4) Process
- 5) Communications and roll out
- 6) Time lines

Project Intent

- Develop a corporate culture where the quality and efficient production of staff reports are a high priority
- Forecast staff reports up to one year in advance of submission
- Conduct a regular systematic review of all reports for:
 - content
 - scope of impact
 - corporate policy consistency
 - political and operational sensitivity
- Ensure senior staff are aware of all forthcoming reports well in advance of submission to agenda packages

Project Scope

- Will be driven from the CAO's office but will involve all business units to varying degrees
- Will include a new business process
- Will include a new electronic tool
- Will be integrated into the tracking system operated by the Clerks' department and DCAO's office

Project Scope (cont.)

- Will include staff reports for Regional Council, Community Council, Standing Committees, and Advisory Committees
- Will strive to be compatible with the long term agenda management objectives in the Clerks' department
- Will not involve large scale purchases of new software

Objectives and Limiting Conditions

- Authors will be required to project their report production several months in advance
- No reports go forward without being screened through this process
- The initial screening of reports will take place within the business units as the authors add reports to the list
- Final screening and approval will take place collectively by Agenda Forecasting Team

Objectives and Limiting Conditions (cont.)

- All reports must be thoroughly reviewed to ensure:
 - a clear connection to an approved policy, corporate priority or a direct request from Council, the CAO or a committee;
 - similar topics must be combined wherever possible;
 - scheduling takes advantage of other complimentary reports
 - political, corporate or community sensitivities are 'logged' at the earliest opportunity with senior staff input provided to the airport
- Editing access to the tracking tool will be strictly limited
- Read-only access to the tool will be broader but still limited on a 'need to know' basis

Objectives and Limiting Conditions (cont.)

- This process will augment the weekly SMT agenda review process
- CAO and DCAO will receive regular briefings based on the content of the tracking document
- The document will not be available to Councillors or the public

Assumptions

- Our project budget is \$0
- Our time line is ASAP
- There will likely be some resistance among those in the report processing stream
- This has a very high priority with the CAO
- Simplicity of process is crucial
- A functioning IT too is important
- Communication to BU's is crucial

Risks

- The project fails due to lack of support from senior staff – low risk
- The project fails due to lack of support from within the business units – moderate risk
- Implementation is compromised due to an ineffective process – low risk

Risks (cont.)

- Implementation is compromised due to an ineffective tracking tool – low risk
- Implementation is compromised by ineffective communication of concept and process – moderate risk
- Current workloads are extremely high and the additional load associated with this project may cause problems with morale, project success and overall productivity – moderate risk

Team Members

CAO Office – Steven Higgins	HR – Julie Gibson
DCAO Office – Mary Hardiman	Transit – TBD
P&I – Rosalyn Smith	Police – Bill Moore
TPW – Beate Shannon	Fire – Darlene Ellis
CRS – Barb Beaver	Intergov. Affairs – Marion Cume
Finance – Lanna Prowse	Communications – Shauna MacKinlay
Clerks – Christen MacDonald	

Business Processes

- BU internal processes
- AF team process
- Clerks dept. process integration
- Senior staff update process

Communications / Roll Out

- Directors / Management Teams
- Authors – BU Staff
- Clerks staff
- Council?

Time Lines

- Business process completed – December 9 ?
- Tracking tool completed – Dec 30 ?
- Communications – Dec 9-30 ? (need com. plan)
- Formal roll out – Jan 6 ?

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