

OBJECTIVE:

The clear, concise and comprehensive enunciation of property management activities and responsibilities within the department to allow maximum support for delivery of the departmental program, while complying with all rules and regulations of property management.

GOAL:

- To document the current property management system.
- To identify and classify problems and opportunities for improvement within the existing system.
- To establish a set of regulations and authorities suited to the Department's real property environment.
- Identify issues and problem areas not addressed by current Departmental initiatives.
- Summarize and recommend additional improvement opportunities.

DESCRIPTION:

This project is being undertaken by a consulting firm who will carry out the following activities:

1. determine how DEA's property management system is organized and functioning now, including roles and responsibilities related to all activities at Headquarters; determine if the function is adequately resourced.
2. identify all the problems and issues related to the property management system by:
 - a) reviewing all the internal and external (AG, PAC, TB) reports and other documentation relating to property management;
 - b) interviewing DEA personnel at all levels including ADM's, selected Heads of Post, Foreign Service and Commerce Officers and administrative staff;
3. determine whether there are central agency or departmental regulations or authorities which are not applicable in the successful conduct of activities in property management and recommend a course of action to resolve any problems identified.
4. compare DEA's property management system with other departments (e.g. DND, PWC).
5. define the property management problems of the Department.
6. determine whether the improvement projects already initiated in the Department are sufficient to rectify the problems; and if necessary, identify other options for addressing the problems; and
7. present the options to the client for consideration with estimated cost and time requirements for the recommended activities in each option.

IMPLEMENTATION CONSIDERATIONS:

Work on this project will have to be tied in with the following projects also being undertaken in the Physical Resources Bureau: