

EAMIP PROJECT NUMBER CC03

TITLE: Managing Resource Allocation

RESPONSIBILITY: Project Manager: CMA
Project Officer:

PRESENT SITUATION:

The Departmental planning system project (EAMIP CC02) has as its focus the development of an annual planning and resource allocation cycle. As a first step toward full-implementation of the cycle by 1985-86, the department was requested to submit work plans in addition to the regular post plans and budgets. There is a need now for a mechanism to approve changes to work plans and budgets - with regard to both planned activities and related resources - during the course of the fiscal year. The work plan reporting system (EAMIP CC04), the Personnel Management Information System (EAMIP CC04), the Personnel Management Information System (AC02) and the Financial Management System (MF08.1) will produce information about changes resulting from variance between planned and actual experience. However, they do not capture changes such as reorganization, A base reviews, shifts in priorities, transfer of responsibilities, new policy initiatives, etc. There are existing procedures that cover some of these eventualities, but they should be reviewed for consistency, currency and completeness, particularly in light of the new responsibilities of Branch ADM's (GB01). This matter is one of some importance given the pressures on the department's resource base which force an almost continuous refinement of budget allocations. Consequently, interim procedures for approval of work plan and resource changes will be established for 1984-85, while ongoing procedures will be put in place in 1985-86, after the departmental planning and resource allocation system is more fully developed.

OBJECTIVE:

To provide the department with a means to reflect changes to work plans and budgets, capturing both the activities to be adjusted and the related resource implications (\$ and PY).

GOAL:

To develop interim procedures for approval of work plan and budget changes by June 1984, and an ongoing procedure by June 1985.

DESCRIPTION:

The approval procedure will apply to all bureaux in the department. The procedure must cover, amongst other things:

- a) reference level increases, through Treasury Board or Cabinet Committee Submissions
- b) allocation of the various departmental reserves
- c) budget transfers, especially inter-branch
- d) allotment control