

MAJOR STEPS AND TIMING:

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|---|------------|
| i) Identification of Projects | Dec. 12/83 |
| ii) Detailed Project Descriptions | Dec. 19/83 |
| iii) Review and Approval of Detailed Projects | Dec. 30/83 |
| iv) Preparation of Work Plan | Jan. 9/84 |
| v) Presentation of Work Plan and Portfolio of Projects to Director General, Communications and General Services Bureau, and to Assistant Deputy Minister, Administration Branch, for Approval | Jan. 16/84 |
| vi) Revision and Final Approval | Jan. 31/84 |
| vii) Submission of the work plan as completed project. | Feb. 15/84 |

NOTE: Workplan now exists in draft form with well detailed projects.

RESOURCE SUMMARY: (\$000)

Dollars include salary, operating and capital

The resource summary includes only the resources required to identify, describe and obtain approval for the initial portfolio of projects and to develop and obtain approval for the Records Management work plan. The resource implications of specific projects will be spelled out in their descriptions. The recommendations for the future application and extension of the online computer programs will have important resource implications, which will only become clear as the recommendations are developed. They will be described in detail when the recommendations are presented to senior management for consideration.

	83/84	84/85	85/86	TO COMPLETE	TOTAL PROJECT	Future
	PY \$	PY \$	PY \$	PY \$	PY \$	PY \$
Existing	.15 5.6				.15 5.6	
New						
Total Direct Costs	.15 5.6				.15 5.6	
Indirect Costs						

BENEFITS:

The completion and implementation of the work plan will enhance MGI's ability to achieve the goals described above. Several members of the division will have gained valuable experience in organizing and planning their work as specific projects.

M. J. Hudson
Project Officer

21/12/83
Date

Project Officer
E. M.
Project Manager

Date
21 Dec 1983
Date