

EAMIP PROJECT NO. CC09

TITLE Corporate Management Schedules

RESPONSIBILITY

The project will be under the responsibility of the Director, Senior Management Secretariat (CMR). Project officers will be the Director and the Administrative Coordinator.

PRESENT SITUATION

The Department has no comprehensive statement of dates for management reports and decision points, either for internal purposes or to meet external demands of central agencies or Parliament. Nor does the Department have a comprehensive statement of principal policy or resource documents in preparation or in stages of approval at a given time.

OBJECTIVES

The objective is to provide senior management with a comprehensive up-to-date schedule of external reporting demands, and with a checklist of current policy proposals with substantial resource implications. Both documents will aid management in directing departmental units, scheduling review and decision time, and in controlling the use of resources.

GOAL

A management calendar of dates for major internal and external management reporting dates, and a continually updated checklist of internal policy proposals with major resource implications.

DESCRIPTION

Preparation of the calendar will consist of identifying such management reports, the responsibility centre for each, the responsible departmental agent for signoff, the date for final submission and, as necessary, internal approval stages and dates. Information must be gathered from departmental units and from central agencies such as the Treasury Board and Public Service Commission. The Calendar will be used by managers as a tool for resource allocation, time management and delegation. It will also be of use to corporate management in assessing the pattern and extent of managerial tasks.

For the policy document checklist, the task is to gather information on relevant memoranda to ministers, memoranda to Cabinet, Treasury Board submissions and other appropriate documents; to organize the information in a comprehensible format that will indicate interrelationships of documents; and to ensure its distribution to relevant and appropriate departmental responsibility centres.

Both the calendar and checklist should become ongoing functions requiring regular updating and revision in response to new and changing demands and user observations. They will be assessed at the end of 1984, with a particular view to closer integration with the departmental planning and resource allocation cycle.