

C. Summary of Projects

No.	Title	Responsi- bility	Description
	<u>I. Aspects of Corporate Processes</u>	<u>C C B</u>	
CC01	. Development of the OPF.	C M L	- structuring the operational plan framework; includes objectives, linkages and results statements.
CC02	. Departmental Planning System.	C M L C M A	- develop and implement strategic, operational and work planning; includes training.
CC03	. Managing Resource Allocation.	C M A	- process for adjusting workplans and shifting resources during the year, includes py's.
CC04	. Reporting Against Plans.	C M A	- developing procedures for interim 1984-85 system and then for 1985-86
CC05	. Part III of the Estimates.	C M L	- development of new aspect of main estimates.
CC06	. Evaluation Plan and Profiles.	C M E	- describing grouping of activities for evaluation and setting multi-year plan.
CC07	. Trade Programs- Methods of Monitoring and Measuring Effectiveness	C M E/ T E D	- developing ways to measure impact of trade initiatives; to be done with support and coordination assistance from TED.
CC08	. Revision of Correspondence Manual.	C M R	- updating procedures manual and mechanism to ensure regular update.
CC09	. Corporate Management Schedules.	C M R	- develop, assess and refine a Management Calendar of the timing of regular, annual management events; and similarly a Policy Document Checklist for tracking the progress of major policy documents, e.g. Cabinet Documents in the Dept.
CC10	. Evaluation of Program Delivery Abroad: Immigration and Tourism Program.	C M E (S I D/ T E D)	- analyse a variety of resource allocation and program issues to provide coherent view of DEAs program delivery responsibilities and to make recommendations which enhance the overall effectiveness of program delivery.
CC11	. Project Management Guide and Training.	C C B M	- development of generic project management system(s) for DEA; production of a guide book on this and a training package.
TF03	. Review of PEMD Program Design.	T E P/ C M E	- See Programs and Operations Section - Trade Development.
CC12	. Inventory of Existing EDP Systems	C C B I	- see MIS section.
CC14	. The Information Needs of Headquarters Management	C C B I	- see MIS section.
CC15	. The Information Needs of Posts	C C B I	- see MIS section.

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