

DESCRIPTION:

The scope of this project is department-wide with potential impacts in all areas. The product will be a report with recommendations for action as necessary. The longer term aim is to ensure that the best possible materiel management system is in place given the operating environment and the rules and regulations which must be followed.

IMPLEMENTATION CONSIDERATIONS:

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

- a) Physical Resources Roles and Responsibilities;
- b) Materiel Management - Procurement and Shipping;
- c) Delegation of Authority to Head of Post for purchases of vehicles and supplementary furnishings; and
- d) Review of Real Property Management in the Department.

In carrying out the project verification of problems as well as rules, regulations and responsibilities will be required with central agencies. Review of materiel management systems in other government departments may be beneficial and in addition, information will be required on materiel management at posts.

The client for the project is the ADM Administration who should receive all progress reports and requests for approval on aspects of the project as required. Delaying this project could mean that inventories for headquarters will not be maintained adequately and other aspects of materiel may not be addressed.

MAJOR STEPS AND TIMING:1984

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| 1. Study starts | January 16. |
| 2. First progress report | February 3. |
| 3. System documentation | February 17. |
| 4. Second progress meeting | March 2. |
| 5. Identify potential improvements | March 16. |
| 6. Identify alternatives | March 23. |
| 7. Third progress meeting | March 30. |
| 8. Draft report | April 20. |
| 9. Fourth progress meeting | April 27. |
| 10. Final report | May 11. |