

EAMIP PROJECT NO. CC04

TITLE: Reporting Against Plans

RESPONSIBILITY: Project Manager: CMA
Project Officer:

PRESENT SITUATION:

EAMIP Projects MF08.1 and MF08.2 will lead to improvements to Financial Management Systems, including better provision for commitment and expenditure reporting. Work is already underway on project AC02 to improve the capability of the Personnel Management Information System to yield information on person year utilization. Projects CC01 and CC02 will see the development of a planning framework and departmental planning system. The planning system project envisages the creation of a link between work plans and budgets, and to this end, work plans were requested of headquarters bureaux for fiscal year 1984-85. It is necessary also to develop a system for reporting accomplishment against the goals in the work plans, with an effective tie to financial and human resource reporting. There is a requirement to establish both interim procedures for 1984-85 and an ongoing system for subsequent years.

OBJECTIVE:

To improve the information available to departmental management for the purpose of monitoring accomplishment against work plans.

GOAL:

To implement interim procedures for reporting against work plans by September 1984, and to establish an ongoing system by September 1985.

DESCRIPTION:

The work plan reporting system, when fully implemented, will apply to all headquarters and foreign operations which prepare work plans. In April 1984, project staff will assess the potential for successful implementation of interim procedures in 1984-85, examining such factors as the precision of the goals in the work plans, the possibility of selective implementation, and so forth. As the frequency of reporting will likely be for a 6-9-12 month configuration, the interim procedures will have to be in place by September. Design of the ongoing system will take place in the first quarter of 1985-86, after an assessment of the interim processes and in conjunction with the review of the first full cycle of the departmental planning system. Implementation of the ongoing system will begin in the second quarter of 1985-86, on a staggered basis, with full implementation in 1986-87.

The output of this project will be in the form of instructions for reporting against work plans, covering such things as type, frequency and level of reporting, procedures for review and corrective action, and roles and responsibilities for preparation, analysis and approval of reports. The basic approach will be to keep reporting requirements to a minimum, consistent with the notion of "need to know" and "exception" reporting. It can be expected that at the corporate level, reporting by the branches will be limited to key goals in the ADM's