a) Facilities Planning and Delivery System;
b) Physical Resources Roles and Responsibilities;
c) Guidelines for the Evaluation of Accommodation;
d) Project Completion Report;
e) Property Management Manual;
f) Property Management Information Systems Enhancement;
g) Works of Art Inventory and Management; and
h) Materiel Management System Feasibility Study.

There will also be linkages to the Branch and Post Management project.

In carrying out the project verification of problems as well as rules, regulations and responsibilities will be required with central agencies. Review of property management systems in other government departments may be beneficial and in addition, information will be required on property 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 have embarrassing implications vis-à-vis the expectations of the Auditor General and the Public Accounts Committee. Most importantly delaying the project would hinder the department's effort to ensure quality management in this area.

MAJOR STEPS AND TIMING: 1984
1. Study start up   January 16.
2. First progress meeting   February 3.
3. Document system   February 17.
4. Identify issues   February 17.
5. Second progress meeting   March 2.
6. Assess regulations   February 24.
7. Review other systems   February 24.
8. Specify key problems   February 24.
9. Third progress meeting   March 30.
10. Assess initiatives and determine additional
    efforts required.   March 30.
11. Draft report   April 13.
12. Final report   April 27.

RESOURCE SUMMARY: ($000)
Dollars include salary, operating and capital.

	83/84		84/85		85/86		TO COMPLETE		TOTAL PROJECT		Future	
	PY	$	PY	$	PY	$	PY	$	PY	$	PY	$
Existing		19.6		7.7						27.3		
New												
Total Direct Costs		19.6		7.7						27.3		
Indirect Costs												