



# Nanaimo Core Review

## Project Progress Update

# Overall Summary

- Activities during reporting period (ending on 1<sup>st</sup> April 2016)
  - Completed Staff Communication & Consultation Sessions
  - Compilation of Staff & Manager Survey results is complete
  - Continued reviews of departmental services and corporate-wide processes, as well as started developing recommendations
- Activities for Next Period (ending 15<sup>th</sup> April 2016)
  - Provide project update to Council on April 13<sup>th</sup>
  - Complete high-level recommendations
  - Commence drafting final report
- Scheduled Activities
  - Council Meeting, April 13

# Milestones and Deliverables

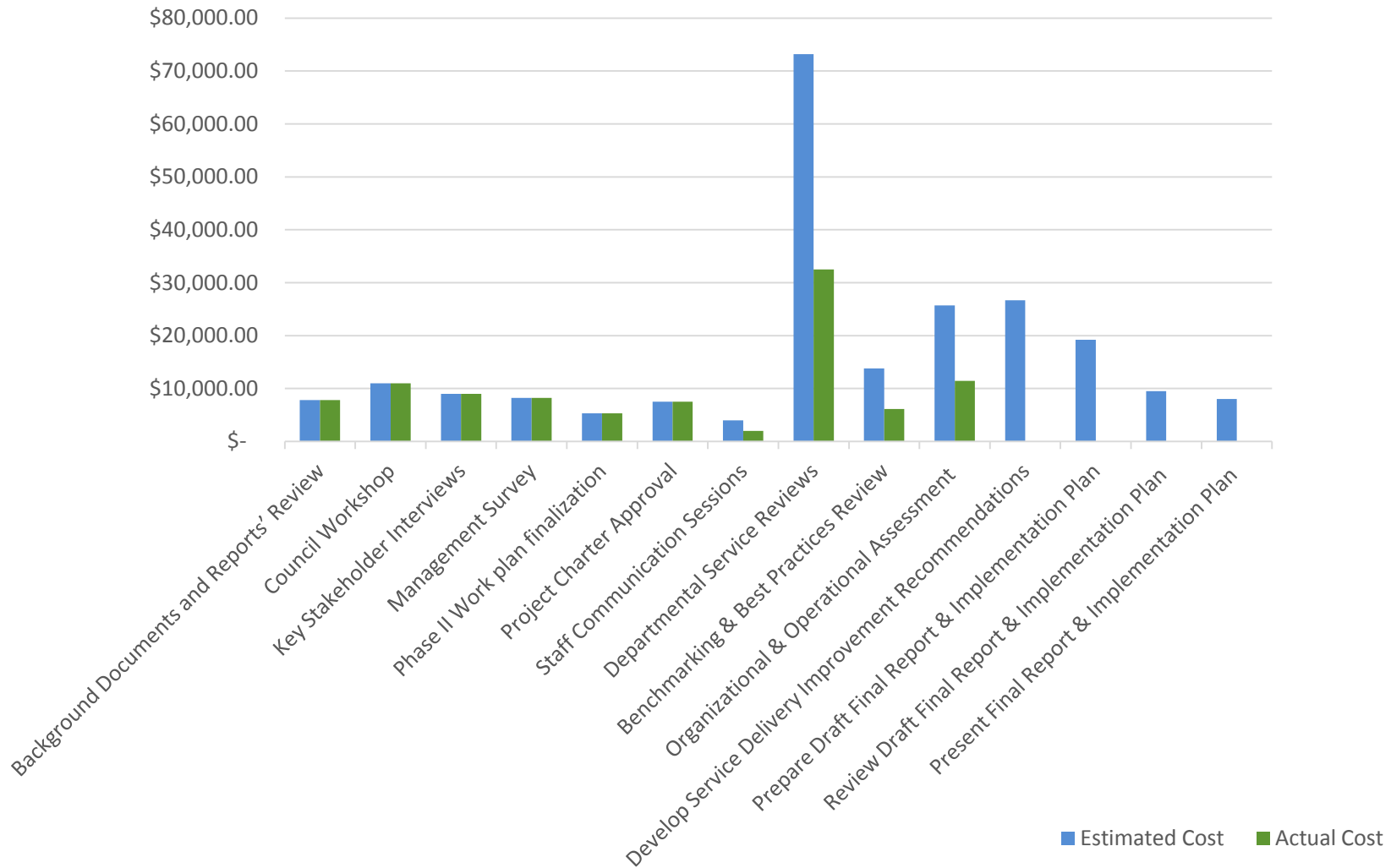
Milestone or Deliverable	Scheduled Completion	Actual Completion	% Progress
Background Documents and Reports' Review	December 30, 2015	December 30, 2015	100%
Council Workshop	January 15, 2016	January 18, 2016	100%
Key Stakeholder Interviews	January 15, 2016	January 29, 2016	100%
Management Survey	January 29, 2016	February 5, 2016	100%
Phase II Work plan finalization	January 29, 2016	January 31, 2016	100%
Project Charter Approval	January 29, 2016	January 25, 2016	100%
Staff Communication Sessions	April 15, 2016		100%
Corporate & Departmental Service Reviews	April 4, 2016		63%
Benchmarking & Best Practices Review	April 4, 2016		80%
Organizational & Operational Assessment	April 11, 2016		80%
Service Delivery Recommendations	April 29, 2016		50%
Draft Report/Implementation Plan	May 6, 2016		
Council/CSRSC Review	May 11, 2016		
Delivery of Final Documents	May 13, 2016		

# Risks, Issues and Mitigation

Risk or Issue	Mitigation Strategy
Scope expansion – managing expectation that study will resolve issues not within mandate.	<ul style="list-style-type: none"><li>▪ Clearly identify study areas as approved by the Steering Committee.</li></ul>
As the date for the final report approaches, some stakeholder groups are becoming increasingly concerned about impacts.	<ul style="list-style-type: none"><li>• Continue focus on in-person meetings and preparation of communication material.</li></ul>

# Project Progress: Budget vs Actuals

(as on Feb 29, 2016)



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