ST. JOHN'S

⚫ Draft ⚫ Not started 🟠 Behind 🟢 On Track 🔴 Overdue ⚫ Complete → Direct Alignment ⤏ Indirect Alignment

GOAL

Goal	Current Completion	Progress Update
Undertake Continuous Improvement Projects	On Track	**Progress:** 4 continuous improvement projects have been completed since the last update. See CI report for details on each project including those in progress. *2023/11/15*
→ **Develop standard workflows/checklists for processes in the Infrastructure Division of Public Works**	Overdue	**Progress:** Project work is complete and final documentation is required. *2024/02/29*
→ **Improve process for development securities intake and tracking**	Overdue	**Progress:** Working with Legal on messaging to Developers and tracking. In future, will explore opportunities with the bank to have letters of credit handled off-site. *2024/03/04*
→ **Streamline the administrative process for firefighter medicals**	Overdue	**Progress:** Project lead has returned from leave and project is moving to next phase. *2024/02/28*
→ **Streamline site transportation of walk behind asphalt saw**	Overdue	**Progress:** This project is ongoing. No progress since last update. *2024/02/28*
→ **Standardize aerial rescue documentation & training**	Overdue	**Progress:** Process documents are complete and the equipment is now ready. Training with staff is anticipated to take place March 2024. *2024/03/05*
→ **Reorganize the network drive in Waste & Recycling using the 5S tool**	Overdue	**Progress:** Final stages of determining file nomenclature and review of entire drive mapping and file placement. *2024/02/28*
→ **Streamline the administration process for sports field bookings**	Overdue	**Progress:** Assigned staff member has been seconded to Canada Games and the project is currently on hold. *2024/02/29*
→ **Streamlining the insurance certificate process for special events**	Overdue	**Progress:** Continuing data collection to determine user issues and will identify a potential solution to try following that. *2024/03/01*
→ **Undertake review and establish a standard for internal staff movements**	Draft	

Goal	Current Completion	Progress Update
→Review and streamline low value purchase order process	Draft	
→Review and streamline process for third party service calls	Draft	
→Establish and streamline process for lease agreements	Draft	
→Review, streamline, and standardize process for cheque requisitions	Draft	