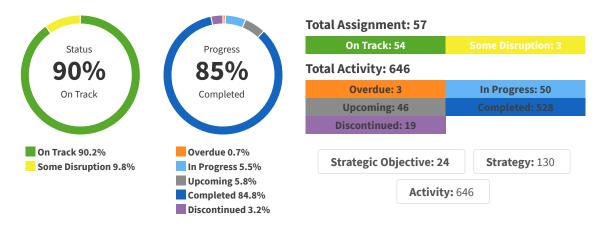Professional Engineers Ontario

Executive Report

Update No. 9

Strategic Plan Progress as at Jun 07, 2017

Created on: Jun 07, 2017

Strategic Plan Progress from Mar 08, 2017 to Jun 07, 2017

Status
90%
On Track

Progress
85%
Completed

- On Track 90.2%
- Some Disruption 9.8%

- Overdue 0.7%
- In Progress 5.5%
- Upcoming 5.8%
- Completed 84.8%
- Discontinued 3.2%

Total Assignment: 57

On Track: 54	Some Disruption: 3

Total Activity: 646

Overdue: 3	In Progress: 50
Upcoming: 46	Completed: 528
Discontinued: 19	

Strategic Objective: 24 **Strategy:** 130

Activity: 646

Summary

As of June 7, 2017, of the 130 (117) Strategies identified in the Strategic Plan, 89 (83) have been completed, 41 (34) are in progress.

In terms of Activities associated with specific Strategies, 88.07% (89.91%) of these have been completed, another 6.18% (7.29%) of the Activities are in progress, and 5.75% (2.79%) of the Activities have yet to commence.
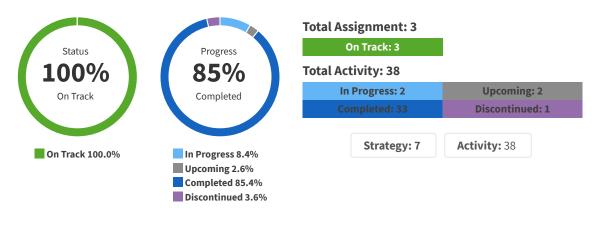
The overwhelming majority of Activities in progress are deemed to be "On Track" at this point.

(n.b. numbers in brackets represent the totals from the previous update report)
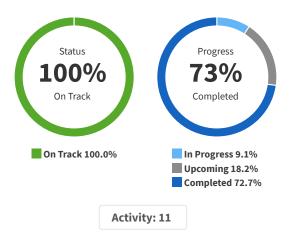
🎯 Strategic Objective 1 ★★★☆☆

PRACTITIONERS - Public interest is enhanced through ensuring qualified applicants are licensed to practise professional engineering and that practitioners are competent and ethical

Status
100%
On Track

Progress
85%
Completed

Total Assignment: 3
On Track: 3

Total Activity: 38
In Progress: 2	Upcoming: 2
Completed: 33	Discontinued: 1

Strategy: 7	Activity: 38

■ On Track 100.0%

■ In Progress 8.4%
■ Upcoming 2.6%
■ Completed 85.4%
■ Discontinued 3.6%

Strategy 1.2 ★★★☆☆

Engage an assessment expert to review the ERC interview process for applicants that have been referred by the ARC

Status
100%
On Track

Progress
73%
Completed

■ On Track 100.0%

■ In Progress 9.1%
■ Upcoming 18.2%
■ Completed 72.7%

Activity: 11

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 30, 2017

ERC to determine process for improvement: (100% Completed)

ERC subcommittee tasked with completing the implementation plan. Subcommittee members and ERC volunteers met on October 25, 2016 to develop indicators for the competencies.

ERC subcommittee implementation of action plan: (100% Completed)

ERC subcommittee to lead the implementation of the consultant's recommendations.
ERC to develop list of indicators for the 5 competencies. October 25, 2016

ERC member training: (100% Completed)

Preliminary training as per recommendation #1 of consultant's report. Training delivered December 9, 2016.

Project to be completed in Q4 2017 with new process training for ERC

Strategy 1.7 ★★★☆☆

Develop practice guideline for *Assuming Responsibility and Supervising Engineering Services*
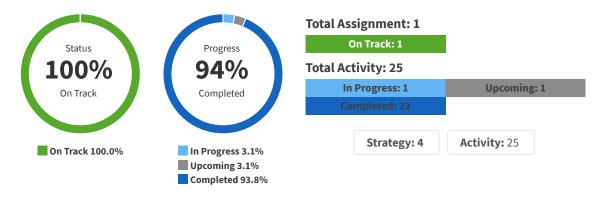
Status
100%
On Track

Progress
50%
Completed

■ On Track 100.0%

■ In Progress 50.0%
■ Completed 50.0%

Activity: 2

Last update by Gerard McDonald (Registrar): Jun 07, 2017

Prepare Guideline: (10% Completed)

Staff is working on draft
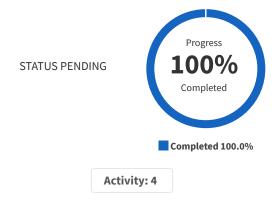
🎯 Strategic Objective 2 ⭐⭐⭐☆☆

PRACTITIONERS - Public recognition is increased through ensuring that titles, designations, certificates and marks are issued to qualified applicants and entities

Status
100%
On Track

■ On Track 100.0%

Progress
94%
Completed

■ In Progress 3.1%
■ Upcoming 3.1%
■ Completed 93.8%

Total Assignment: 1
On Track: 1
Total Activity: 25
In Progress: 1 | Upcoming: 1
Completed: 23

| Strategy: 4 | Activity: 25 |

Strategy 2.2 ⭐⭐⭐☆☆

Develop and implement communications plan around the LET/LL and C of A regulation changes to independent practice

STATUS PENDING

Progress
100%
Completed

■ Completed 100.0%

| Activity: 4 |

Last update by David Smith (Director, Communications): Mar 01, 2017

> Published article in Jan/Feb issue of Engineering Dimensions on use of engineering terms, including, LET, LEL and C of A.

Strategy 2.3 ⭐⭐⭐☆☆

Develop and implement a targeted communications plan to encourage internationally trained engineers to become licensed

Status	Progress

100%
On Track

75%
Completed

■ On Track 100.0%

■ In Progress 12.5%
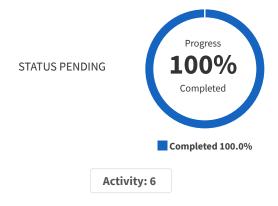■ Upcoming 12.5%
■ Completed 75.0%

Activity: 8

Last update by David Smith (Director, Communications): May 30, 2017

> Promoted and updated distributed updated brochure to assist newcomers interested in seeking licensure at the Advanced Manufacturing tradeshow in May.

Strategy 2.4 ★★★☆☆

Communications Infrastructure Engineering outreach and licensure.

STATUS PENDING

Progress
100%
Completed

■ Completed 100.0%

Activity: 6

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 30, 2017

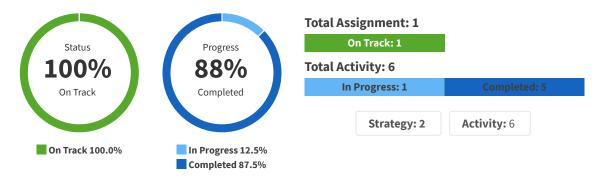> *Evaluate and LIcence CIE Applicants: (100% Completed)*
>
> 26 Applications have been received for Limited Licence and P. Eng Licence. A meeting of the Working group was held On January 30,2017 to discuss thre progress of the applications.
>
> First CIE P. Eng Licence approved on MAy 12, 2017

🎯 Strategic Objective 3 ★★☆☆☆

PRACTITIONERS - Members regard PEO as their trusted advisor and advocate in matters of professional practice

Status
100%
On Track

■ On Track 100.0%

Progress
88%
Completed

■ In Progress 12.5%
■ Completed 87.5%

Total Assignment: 1
On Track: 1

Total Activity: 6
In Progress: 1 | Completed: 5

Strategy: 2 | Activity: 6

Strategy 3.1 ★★☆☆☆

Produce an educational program to inform members about the role of the PSC and the services that Practice Advisory can offer to practitioners, and promote their use
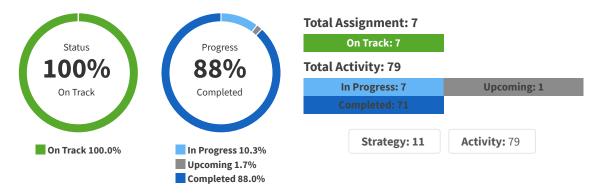
Status
100%
On Track

■ On Track 100.0%

Progress
75%
Completed

■ In Progress 25.0%
■ Completed 75.0%

Activity: 4

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): May 30, 2017

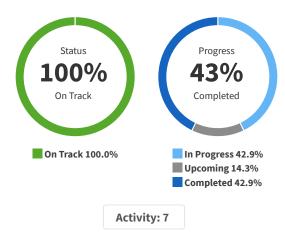The strategy is complete. A webinar has been scheduled for late June and additional refinements will follow.

🎯 Strategic Objective 4 ★★★★☆

REGULATORY FRAMEWORK - Elliot Lake Commission of Inquiry recommendations are earnestly implemented

Status
100%
On Track

Progress
88%
Completed

Total Assignment: 7
On Track: 7

Total Activity: 79
In Progress: 7 | Upcoming: 1
Completed: 71

Strategy: 11 | Activity: 79

- On Track 100.0%

- In Progress 10.3%
- Upcoming 1.7%
- Completed 88.0%

Strategy 4.1 ★★★★★

Develop a Performance Standard for structural inspections of existing buildings which will require the production of a Structural Adequacy Report. (Recommendations 1.4 and 1.6)

Status
100%
On Track

Progress
43%
Completed

- On Track 100.0%

- In Progress 42.9%
- Upcoming 14.3%
- Completed 42.9%

Activity: 7

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): May 30, 2017

> Performance Standard held in abeyance until MMA makes a decision on mandatory assessments.

Strategy 4.7 ★★★★☆

Make available specific disciplinary information on the PEO website in a format readily and easily searchable by the name of a practitioner. (Recommendation 1.26)

Status
100%
On Track

Progress
75%
Completed

■ On Track 100.0%

■ In Progress 25.0%
■ Completed 75.0%

Activity: 4

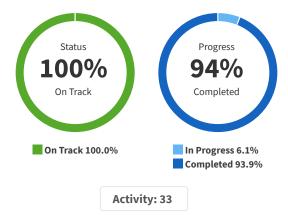**Last update by Michelle Wehrle (Director, Information Technology): May 31, 2017**

Next steps: Developing prototype to demo to SMT

Project is expected to be completed by December 2018

Strategy 4.10 ★★★☆☆

Peak Program Implementation

Status
100%
On Track

Progress
94%
Completed

■ On Track 100.0%

■ In Progress 6.1%
■ Completed 93.9%

Activity: 33

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): May 31, 2017

Outstanding work in this strategy includes investigating how to practitioners who cannot complete the on-line version. Anticipate completing this by end of 3rd Quarter.

Strategy 4.11 ★★★☆☆

Develop *Coordinating Licensed Professional Guideline*

Status
100%
On Track

Progress
67%
Completed

■ On Track 100.0%

■ In Progress 33.3%
■ Completed 66.7%

Activity: 3

Last update by Gerard McDonald (Registrar): Jun 07, 2017

Council Approval of Guideline: (100% Completed)

Council gave approval to proceed with Guideline onNovember 18, 2016

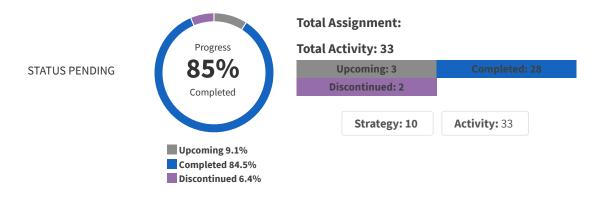*Form subcommittee: (100% Completed)*

Complete

Form subcommittee: (100% Completed)

Committee has been populated and initial meeting scheduled
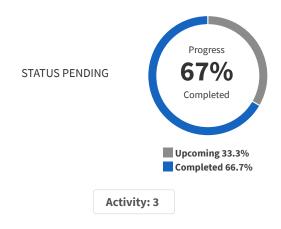
🎯 Strategic Objective 5 ⭐⭐⭐☆☆

REGULATORY FRAMEWORK - Regulations, standards and guidelines are produced through an evidence-based, integrated and streamlined policy-making process

STATUS PENDING

Progress
85%
Completed

- ⬜ **Upcoming 9.1%**
- 🟦 **Completed 84.5%**
- 🟪 **Discontinued 6.4%**

Total Assignment:

Total Activity: 33

Upcoming: 3	Completed: 28
Discontinued: 2	

Strategy: 10	Activity: 33

Strategy 5.8 ⭐⭐⭐☆☆

Revise *Environmental Site Assessment, Remediation and Management Guideline*

STATUS PENDING

Progress
67%
Completed

- ⬜ **Upcoming 33.3%**
- 🟦 **Completed 66.7%**

Activity: 3

Last update by Gerard McDonald (Registrar): Jun 07, 2017

Council Approval of Guideline: (100% Completed)

Council gave approval to proceed with Guideline onNovember 18, 2016

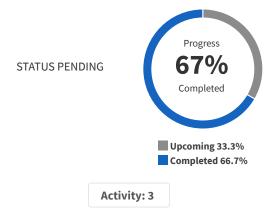*Form subcommittee: (100% Completed)*

Complete

Form subcommittee: (100% Completed)

Committee has been populated and initial meeting scheduled

Strategy 5.9 ⭐⭐⭐☆☆

Revise *Guideline for Professional Engineers Providing Reports on Mineral Properties.*

STATUS PENDING

Progress
67%
Completed

■ Upcoming 33.3%
■ Completed 66.7%

Activity: 3

Last update by Gerard McDonald (Registrar): Jun 07, 2017

Council Approval of Guideline: (100% Completed)

Council gave approval to proceed with Guideline onNovember 18, 2016

Form subcommittee: (100% Completed)

Complete

Form subcommittee: (100% Completed)

Committee has been populated and initial meeting scheduled

Strategy 5.10 ★★★☆☆

Revise *Use of Professional Engineers Seal Guideline*

STATUS PENDING

Progress
67%
Completed

■ Upcoming 33.3%
■ Completed 66.7%

Activity: 3

Last update by Gerard McDonald (Registrar): Jun 07, 2017

Council Approval of Guideline: (100% Completed)

Council gave approval to proceed with Guideline onNovember 18, 2016
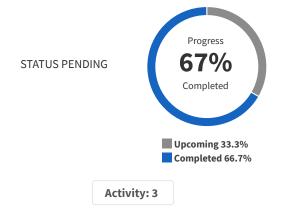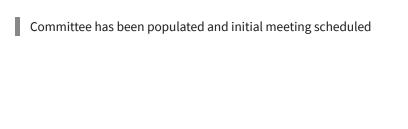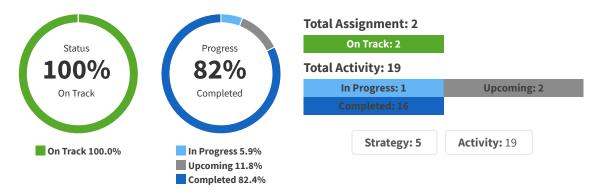
Form subcommittee: (100% Completed)

Complete

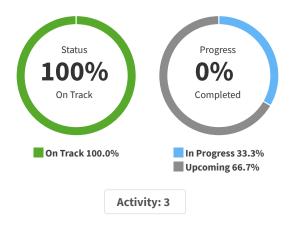*Form subcommittee: (100% Completed)*

Committee has been populated and initial meeting scheduled

◎ Strategic Objective 6   ★★★☆☆

REGULATORY FRAMEWORK - Licensing is based on levels of competence

Status
100%
On Track

■ On Track 100.0%

Progress
82%
Completed

■ In Progress 5.9%
■ Upcoming 11.8%
■ Completed 82.4%

Total Assignment: 2
On Track: 2

Total Activity: 19
In Progress: 1   Upcoming: 2
Completed: 16

Strategy: 5   Activity: 19

Strategy 6.2   ★★★☆☆

Contribute to APEGBC Canadian Environment Experience Requirement Project Steering Committee and assess recommendations for potential implementation

Status
100%
On Track

■ On Track 100.0%

Progress
0%
Completed

■ In Progress 33.3%
■ Upcoming 66.7%

Activity: 3

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 30, 2017

> *Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (75% Completed)*
>
> APEGBC presented status report at the NAOG meeting
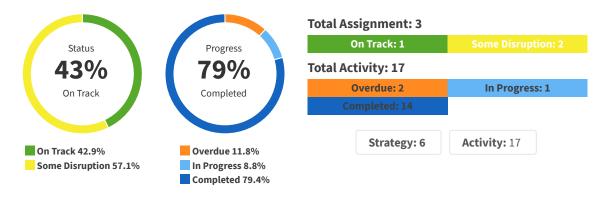>
> *Continue to participate in APEGBC Canadian Environment Experience Steering Committee: (90% Completed)*
>
> Licensing and Registration Staff attended March 31 meeting of the Steering Committee. Next meeting is scheduled in conjunction with NAOG Meeting in June.
>
>
> Review pilot results from other provinces and determine appropriate recommendations for Council's consideration by Q4 2017.
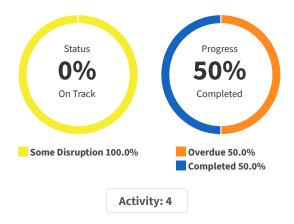
🎯 Strategic Objective 7 ⭐⭐⭐☆☆

REGULATORY FRAMEWORK - The complaints process is optimized, balancing transparency, fairness and timeliness

Status
43%
On Track

Progress
79%
Completed

🟩 On Track 42.9%
🟨 Some Disruption 57.1%

🟧 Overdue 11.8%
🟦 In Progress 8.8%
🟦 Completed 79.4%

Total Assignment: 3

| On Track: 1 | Some Disruption: 2 |

Total Activity: 17

| Overdue: 2 | In Progress: 1 |
| Completed: 14 | |

| Strategy: 6 | Activity: 17 |

Strategy 7.1 ⭐⭐⭐⭐☆

Develop system to monitor and report on discrete complaint investigation steps against their established targets.

Status
0%
On Track

Progress
50%
Completed

🟨 Some Disruption 100.0%

🟧 Overdue 50.0%
🟦 Completed 50.0%

| Activity: 4 |

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017

> Discrete complaint investigation step targets have been established. Further work on this strategy is superseded by the expanded Register project, which resulted after Council's approval of Act changes which expand the information required to be included in the on-line Register. The on-line register project has identified that an Aptify data quality effort is required.

Strategy 7.6 ⭐⭐⭐☆☆

Review and refine voluntary undertakings process employed by Complaints Committee within complaints process.

Status
100%
On Track

Progress
50%
Completed

■ On Track 100.0%

■ In Progress 50.0%
■ Completed 50.0%

Activity: 2

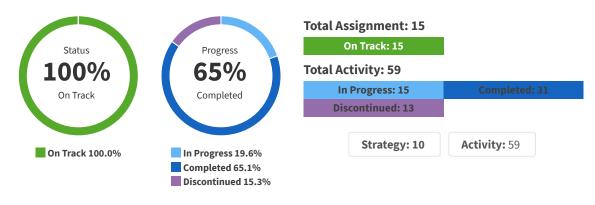**Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017**

Develop Guide for Voluntary Undertakings for use by Complaints Committee.: (30% Completed)

Legal opinion was reviewed and adopted by COC at its July 2016 AGM. Staff now in process of developing resource guide for use by committee, and focussing efforts on the mechanics of making certain VUs public. COC Workplan was adjusted by COC, based on 2016 priorities, pushing the end date for this activity to mid 2017.

🎯 Strategic Objective 8 ★★★☆☆

REGULATORY FRAMEWORK - The practice and title-provisions of the Professional Engineers Act are judiciously enforced and continuously improved

Status
100%
On Track

Progress
65%
Completed

- On Track 100.0%
- In Progress 19.6%
- Completed 65.1%
- Discontinued 15.3%

Total Assignment: 15
On Track: 15

Total Activity: 59
In Progress: 15 | Completed: 31
Discontinued: 13

Strategy: 10 | Activity: 59

Strategy 8.2 ★★★☆☆

Develop key performance indicators (KPIs) of enforcement activity.

Status
100%
On Track

Progress
72%
Completed

- On Track 100.0%
- In Progress 5.6%
- Completed 72.2%
- Discontinued 22.2%

Activity: 7

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017

> Tracking of internal operational indicators in now on-going. Current strategy focus is on developing measurement tools for KPIs.

Strategy 8.4 ★★☆☆☆

Revise enforcement policy and procedures manual

Status
100%
On Track

Progress
57%
Completed

■ On Track 100.0%

■ In Progress 42.9%
■ Completed 57.1%

Activity: 5

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017

Activity completion extended to review working draft and add in Aptify processes. Activiyty to be expedited for June 2017

Strategy 8.5 ★★★☆☆

Develop criteria to assess and prioritize enforcement violations and link them to associated degrees of prosecutorial action

Status
100%
On Track

Progress
55%
Completed

■ On Track 100.0%

■ In Progress 45.5%
■ Completed 54.5%

Activity: 7

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017

Structure of decision aid is mapped out. Activity completion extended to end of June due to work on high priority projects.

Strategy 8.8 ★★★☆☆

Develop Enforcement Reporting Guide for use by general public and members

Status
100%
On Track

Progress
60%
Completed

■ On Track 100.0%

■ In Progress 40.0%
■ Completed 60.0%

Activity: 5

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017
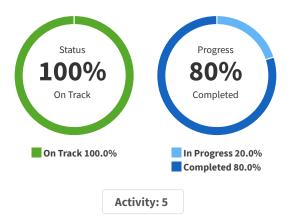
> Enforcement Committee feedback has been incorporated; final revision to include feedback from Enforcement and Outreach Officer and Enforcement Manager.
>
> Final staff revision to be expedited in June, for review by Communications.

Strategy 8.9   ★★★☆☆

Develop plan for enhanced enforcement in manufacturing sector.

Status
100%
On Track

Progress
80%
Completed

■ On Track 100.0%

■ In Progress 20.0%
■ Completed 80.0%

Activity: 5

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017

> This is a pending task for Enforcement Committee to advise on potential activities as a 2017 Work Plan assignment.
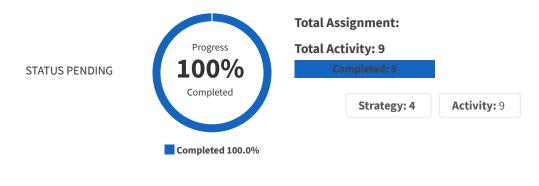
Strategy 8.10   ★★★☆☆

Develop plan for enforcement outreach to key stakeholders.

Status
100%
On Track

Progress
50%
Completed

■ **On Track 100.0%**

■ **In Progress 50.0%**
■ **Completed 50.0%**

Activity: 6

Last update by Linda Latham (Deputy Registrar, Regulatory Compliance): Jun 04, 2017

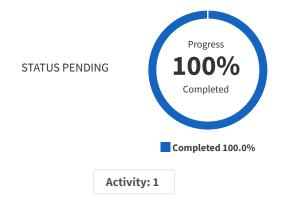Draft outreach plan has been developed, currently under staff review.

🎯 Strategic Objective 9 ★★★★☆

REGULATORY FRAMEWORK - Tribunals employ accepted smart practices in all operations and are seen to be independent and fair

STATUS PENDING

Progress
100%
Completed

Completed 100.0%

Total Assignment:

Total Activity: 9

Completed: 9

| Strategy: 4 | Activity: 9 |

Strategy 9.2 ★★★☆☆

Tribunal Panel Composition and Size

STATUS PENDING

Progress
100%
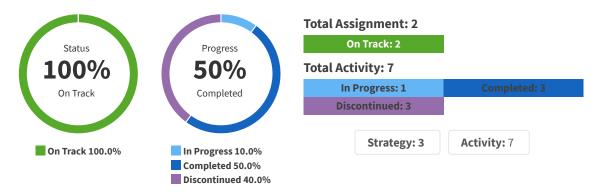Completed

Completed 100.0%

Activity: 1

Last update by Johnny Zuccon (Deputy Registrar, Tribunals and Regulatory Affairs): May 30, 2017

> After the Legislation Committee review Council approved an amendment to the PEAct to allow panels to be composed without the need of an elected councillor. The proposed amendment is part of the Belanger changes. This completes the strategy.

🎯 Strategic Objective 10 ★★★★☆

STAKEHOLDERS - Engage key regulatory ministries and industry in engineering public policy development

Status
100%
On Track

Progress
50%
Completed

Total Assignment: 2
On Track: 2

Total Activity: 7
In Progress: 1   Completed: 3
Discontinued: 3

Strategy: 3   Activity: 7

■ On Track 100.0%

■ In Progress 10.0%
■ Completed 50.0%
■ Discontinued 40.0%

Strategy 10.3 ★★★☆☆

Develop Practice Guideline and Performance Standard to Prepare Emission Summary and Dispersion Model Reports

Status
100%
On Track

Progress
67%
Completed

■ On Track 100.0%

■ In Progress 33.3%
■ Completed 66.7%

Activity: 3

Last update by Gerard McDonald (Registrar): Jun 07, 2017
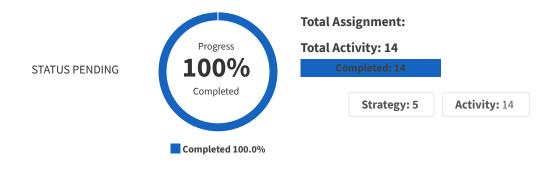
Prepare Guideline: (2% Completed)

Work has just commenced completion scheduled for July 2018

Prepare Guideline: (0% Completed)

First meeting of subcommittee held may 31, 2017
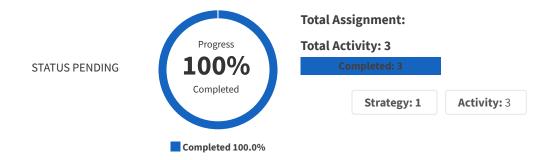
🎯 Strategic Objective 11 ★★★☆☆

STAKEHOLDERS - Other engineering bodies (eg. OSPE, OACETT, CEO, and Ontario universities, among others), are supported within the limits of their respective mandates
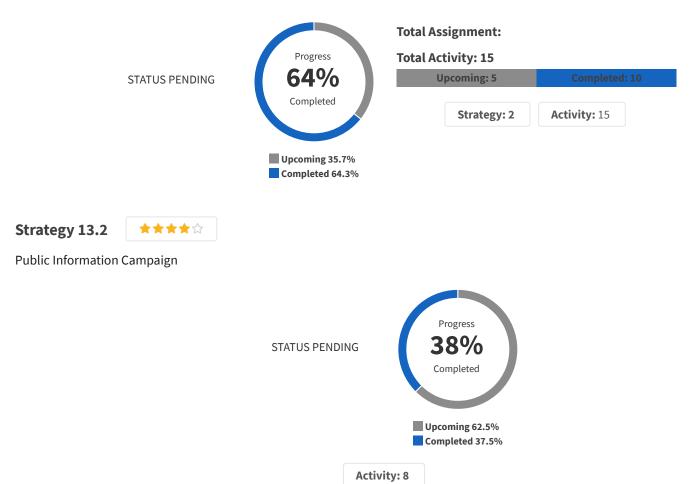
STATUS PENDING

Progress
100%
Completed

Completed 100.0%

Total Assignment:

Total Activity: 14

Completed: 14

Strategy: 5   Activity: 14

🎯 Strategic Objective 12 ★★★☆☆

STAKEHOLDERS - Productive partnerships are developed with Engineers Canada and other constituent associations

STATUS PENDING

Progress
100%
Completed

Completed 100.0%

Total Assignment:

Total Activity: 3

Completed: 3

Strategy: 1   Activity: 3

🎯 Strategic Objective 13 ★★★☆☆

STAKEHOLDERS - Public respect for the role of PEO is increased in accordance with the objects of the Professional Engineers Act

STATUS PENDING

Progress
64%
Completed

■ Upcoming 35.7%
■ Completed 64.3%

Total Assignment:

Total Activity: 15

| Upcoming: 5 | Completed: 10 |

| Strategy: 2 | Activity: 15 |

Strategy 13.2 ★★★★☆

Public Information Campaign

STATUS PENDING

Progress
38%
Completed

■ Upcoming 62.5%
■ Completed 37.5%

| Activity: 8 |

Last update by Gerard McDonald (Registrar): Jun 07, 2017

Task force has been formed and an RFP issued. Successful consultant will be chosen by the end of June

Strategic Objective 14 ★★★☆☆

OPERATIONS - Electronic communications are engaging, interactive, dynamic and appropriately targeted and integrated
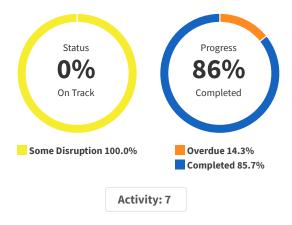
Status 0% On Track

Progress 96% Completed

Total Assignment: 1

Some Disruption: 1

Total Activity: 30

Overdue: 1 | Completed: 29

Strategy: 4 | Activity: 30

■ Some Disruption 100.0%

■ Overdue 4.3%
■ Completed 95.7%

Summary

Based on IT demands, development of RFP for new website is scheduled for early 2017 with the new website expected to be launched by year's end.

Strategy 14.1 ★★★☆☆

Review website analytics and end-user functionality to determine next iteration of PEO web presence

Status 0% On Track

Progress 86% Completed

■ Some Disruption 100.0%

■ Overdue 14.3%
■ Completed 85.7%

Activity: 7

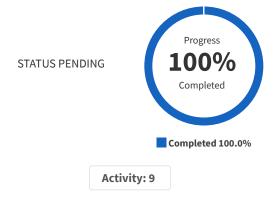**Last update by David Smith (Director, Communications): May 30, 2017**

Requirements gathering process began in May 2017. Staff focus groups on website redesign scheduled in June.

Strategy 14.2 ★★☆☆☆

Develop web-based version of Engineering Dimensions to enhance accessibility of information for members

STATUS PENDING

Progress
100%
Completed

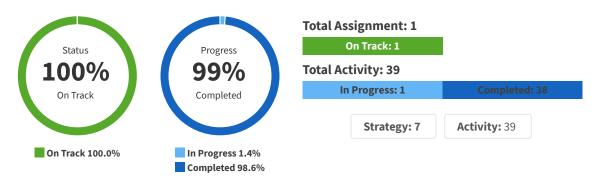■ **Completed 100.0%**

Activity: 9

Last update by David Smith (Director, Communications): May 31, 2017

Text-based version of the magazine launched in May 2016 in conjunction with the May/June issue. This format provides a simple alternative to the digital edition.

🎯 Strategic Objective 15   ★★★☆☆

OPERATIONS - Service delivery is improved by clarifying staff and volunteer responsibilities and managing performance

Status
100%
On Track

Progress
99%
Completed

■ On Track 100.0%

■ In Progress 1.4%
■ Completed 98.6%

Total Assignment: 1

On Track: 1

Total Activity: 39

In Progress: 1   Completed: 38

Strategy: 7   Activity: 39

Strategy 15.7   ★★★☆☆

Implementation of online expense project

Status
100%
On Track

Progress
90%
Completed

■ On Track 100.0%

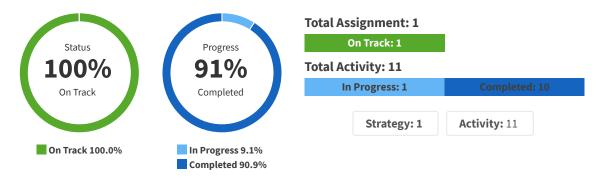■ In Progress 10.0%
■ Completed 90.0%

Activity: 10

Last update by Chetan Mehta (Director, Finance): May 31, 2017

> This strategy is 90% complete and is in the final stages of completion. Work is underway for planning a roll out to volunteers and expected to be completed by the end of August.

🎯 Strategic Objective 16 ★★★☆☆

OPERATIONS - Cost management and service delivery are improved by actively managing service provider performance

Status	Progress
100% On Track	**91%** Completed

■ On Track 100.0%

■ In Progress 9.1%
■ Completed 90.9%

Total Assignment: 1

| On Track: 1 |

Total Activity: 11

| In Progress: 1 | Completed: 10 |

| Strategy: 1 | Activity: 11 |

Strategy 16.1 ★★★☆☆

Manage vendor performance, reduce or consolidate vendors where possible and consider going to RFP / RFQ if appropriate to maximize the value provided by PEO's 3rd party suppliers
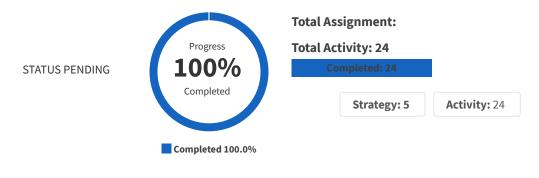
Status	Progress
100% On Track	**91%** Completed

■ On Track 100.0%

■ In Progress 9.1%
■ Completed 90.9%

| Activity: 11 |

Last update by Scott Clark (Chief Administrative Officer): May 30, 2017

> Strategy Update: 10 of 11 activities in this strategy are completed. One activity (Audit IT compliance against established governance practices) is outstanding. IT Director working with IT Manager to review previous work on this initiative and outlining next steps to completion.
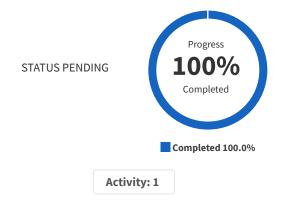
Strategic Objective 17 ★★★☆☆

OPERATIONS - PEO Headquarters occupancy rates and building efficiency are optimized

STATUS PENDING

Progress
100%
Completed

■ Completed 100.0%

Total Assignment:

Total Activity: 24

Completed: 24

Strategy: 5   Activity: 24

Strategy 17.3 ★★★☆☆

Create a 40 Sheppard capital projects document archive to improve research and analysis capabilities and enhance decision-making
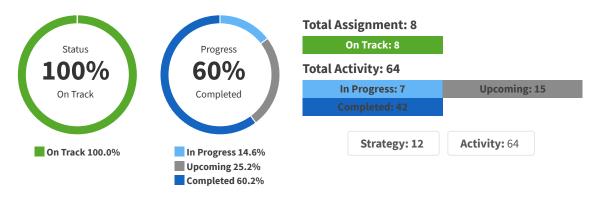
STATUS PENDING

Progress
100%
Completed

■ Completed 100.0%

Activity: 1

Last update by Scott Clark (Chief Administrative Officer): Apr 25, 2017

Project complete

🎯 Strategic Objective 18 ⭐⭐⭐☆☆

OPERATIONS - Risk is mitigated by assessing vulnerabilities and addressing service gaps

Status
100%
On Track

Progress
60%
Completed

- 🟩 On Track 100.0%

- 🟦 In Progress 14.6%
- ⬜ Upcoming 25.2%
- 🟦 Completed 60.2%

Total Assignment: 8
On Track: 8
Total Activity: 64
In Progress: 7 | Upcoming: 15
Completed: 42

| Strategy: 12 | Activity: 64 |

Strategy 18.2 ⭐⭐⭐☆☆

Re-launch Sharepoint based upon accepted smart practices

Status
100%
On Track

Progress
0%
Completed

- 🟩 On Track 100.0%

- 🟦 In Progress 20.0%
- ⬜ Upcoming 80.0%

| Activity: 5 |

Last update by Scott Clark (Chief Administrative Officer): May 25, 2017

> Strategy Update: Project Charter created and approved.
>
> Next Steps: Discovery to be undertaken
>
> Project is expected to be completed by June 2018

Strategy 18.5 ⭐⭐⭐⭐☆

Implement new Online Licensing system

Status
100%
On Track

Progress
20%
Completed

■ On Track 100.0%

■ In Progress 40.0%
■ Upcoming 40.0%
■ Completed 20.0%

Activity: 5

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 30, 2017

> *Define requirements: (33% Completed)*
>
> Final Meeting held with Consultant for online application submission. Business Analyst hired to complete the defining of all business requirements including Aptify and Document Management System
>
> *Develop the solution: (10% Completed)*
>
> Hired BA to identify gaps in the requirements gathered already. BA to complete full requirements gathering, to include business process by Licensing staff and committees plus integration points with Aptify.
>
> RFP to be issued in 2017 with implementation scheduled based on budgeting requirements.

Strategy 18.6 ★★★☆☆

Implement an IT dashboard to focus efforts on improving service availability, service performance, and client satisfaction

Status
100%
On Track

Progress
50%
Completed

■ On Track 100.0%

■ In Progress 50.0%
■ Completed 50.0%

Activity: 2

Last update by Michelle Wehrle (Director, Information Technology): May 31, 2017

> Strategy Update: Implemented the use of Contracts portal for IT and organization contract information storage.
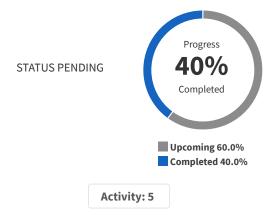>
> Next Steps: Implement self server for employees to submit, update and follow up on their tickets
>
> This is an ongoing project with multiple features that can be implemented to improve service availability, service performance, and client satisfaction.

Strategy 18.7 ★★★★☆

Develop a disaster recovery / business continuity plan to mitigate risk of disruption to ongoing PEO operations

STATUS PENDING

Progress
40%
Completed

■ Upcoming 60.0%
■ Completed 40.0%

Activity: 5

Last update by Scott Clark (Chief Administrative Officer): May 31, 2017

Status Update: this project is on hold pending development of a risk register.

Strategy 18.11 ★★★☆☆

Develop CASL Compliance Tracking

Status
100%
On Track

Progress
50%
Completed

■ On Track 100.0%

■ In Progress 25.0%
■ Upcoming 25.0%
■ Completed 50.0%

Activity: 4

Last update by Scott Clark (Chief Administrative Officer): May 25, 2017

Strategy Update: CASL working group recommendations presented to Registrar. Amended recommendations approved by Registrar.

Next Steps: communication plan to be developed

Project is expected to be completed by December 2017.

Strategy 18.12 ★★★☆☆

Implement Threat Risk Assessment Report Recommendations

Status
100%
On Track

Progress
22%
Completed

■ On Track 100.0%

■ In Progress 22.2%
■ Upcoming 55.6%
■ Completed 22.2%

Activity: 9

Last update by John Cookson (Manager, Building Operations): Jun 05, 2017
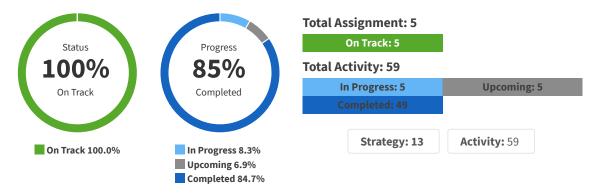
Strategy Update: 2017 plan is complete. Quotes received from vendor.

Next Steps: Tyco has been awarded work for 2017 (panic buttons). Complete Capital Plan for 2018.

Project expected to be completed by June 2018

🎯 Strategic Objective 19   ★★★☆☆

STAFF, VOLUNTEERS & COUNCIL - PEO has a sustainable organization-wide continuous-improvement culture

Status
100%
On Track

Progress
85%
Completed

Total Assignment: 5
On Track: 5

Total Activity: 59
In Progress: 5 | Upcoming: 5
Completed: 49

Strategy: 13   Activity: 59

■ On Track 100.0%

■ In Progress 8.3%
■ Upcoming 6.9%
■ Completed 84.7%

Strategy 19.1   ★★★☆☆

Establish IT Service Management controls and IT Project Management controls to increase predictability create efficiency and meet stakeholder needs

Status
100%
On Track

Progress
80%
Completed

■ On Track 100.0%

■ In Progress 20.0%
■ Completed 80.0%

Activity: 5

Last update by Michelle Wehrle (Director, Information Technology): May 31, 2017

> Strategy update: Outlined project to IT Manager
>
> Next Steps: review draft policies already created and determine if any modifications or additions needed. To be done in June.
>
> Project is expected to be completed by December 2018

Strategy 19.2   ★★★☆☆

Develop GLP training modules to enhance the skills of the GLP members and effectiveness of the GLP

Status

100%

On Track

Progress

80%

Completed

■ On Track 100.0%

■ In Progress 20.0%
■ Completed 80.0%

Activity: 5

Last update by Jeannette Chau (Manager, Student & Government Liaison): May 23, 2017

> *Roll out training module: (33% Completed)*
>
> Material in the training module must be updated due to recent changes.
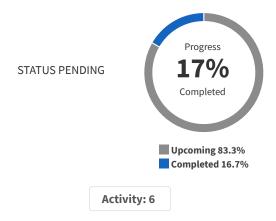>
> Rollout on hold pending approval of GLP Implementation Plan
>
> Next step: Approval of GLP Implementation Plan
>
> Council to review and approve the GLP Implementation Plan at the June 23 Council meeting.

Strategy 19.12   ★★★☆☆

Implement New Leadership Development and On-boarding Modules

STATUS PENDING

Progress

17%

Completed

■ Upcoming 83.3%
■ Completed 16.7%

Activity: 6

Last update by Fern Goncalves (Director, People Development): Jun 05, 2017

> Strategy Update: HRC met on June 1 and selected two module topics
>
> Next Steps: Staff to begin development of module content
>
> Project expected to be completed by December 31, 2017

Strategy 19.13   ★★★☆☆

Develop GLP Audit Recommendations Implementation Plan

Status
100%
On Track

Progress
40%
Completed

■ On Track 100.0%

■ In Progress 60.0%
■ Completed 40.0%

Activity: 5

Last update by Jeannette Chau (Manager, Student & Government Liaison): Jun 05, 2017

Develop draft GLP Audit Implementation Plan: (100% Completed)

Draft GLP Audit Implementation Plan has been completed.

Draft GLP Audit Implementation Plan Review - GLP Audit Implementation Sub-committee: (100% Completed)

The draft GLP Audit Implementation Plan was reviewed by the GLP Audit Implementation sub-committee on 2 March 2017.

GLC Review of Draft GLP Audit Implementation Plan : (85% Completed)

The GLC had the first review of the draft GLP Audit Implementation Plan at the April 21st, GLC meeting.

It was discussed again at the May 16th GLC meeting.

Two Focus groups were held - one with Councillors on May 3, one with GLP chairs on May 10.

Peer review with the Legislation Committee was held on May 15.

Final draft of GLP Audit Implementation Plan being prepared for submission on June 6th, 2017

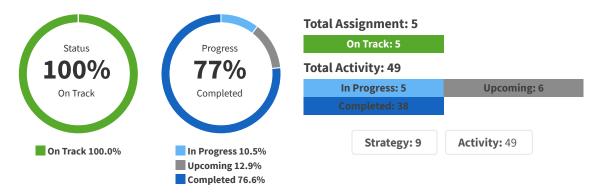*Registrar Review and Finalization of GLP Audit Implementation Plan : (35% Completed)*

Implementation Plan being finalized for final review by Registrar prior to June 6th

Submission of GLP Audit Implementation Plan for June Council : (80% Completed)

Briefing Note and GLP Implementation Plan being drafted for submission. On track for submission to June 23 Council meeting.
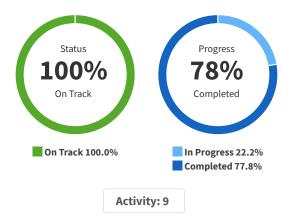
🎯 Strategic Objective 20 ★★★☆☆

STAFF, VOLUNTEERS & COUNCIL - PEO's governance approach is robust, transparent and trusted

Status
100%
On Track

Progress
77%
Completed

■ On Track 100.0%

■ In Progress 10.5%
■ Upcoming 12.9%
■ Completed 76.6%

Total Assignment: 5
On Track: 5

Total Activity: 49
In Progress: 5   Upcoming: 6
Completed: 38

Strategy: 9   Activity: 49

Strategy 20.1 ★★★☆☆

Develop and publish series of articles on aspects of PEO governance and accepted smart practices for governance of regulatory bodies

Status
100%
On Track

Progress
78%
Completed

■ On Track 100.0%

■ In Progress 22.2%
■ Completed 77.8%

Activity: 9

Last update by David Smith (Director, Communications): May 30, 2017

> Regular articles on governance issues have been incorporated into the 2017 Engineering Dimensions editorial calendar. The May/June issue includes on article on the Legislation Committee.

Strategy 20.7 ★★★☆☆

Support Council Term LImits Task Force

Status **100%** On Track

On Track 100.0%

Progress **67%** Completed

In Progress 33.3%
Completed 66.7%

Activity: 3

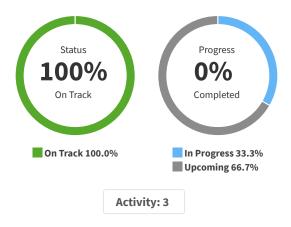**Last update by Scott Clark (Chief Administrative Officer): May 23, 2017**

> Strategy Update: CTL TF report received by Council at its March 2017 meeting. Task Force requested to revise its recommendations for submission to Council at its June 2017 meeting.
>
> Next steps: Task Force to meet to revise its recommendations. Task Force will submit its revised recommendation to the June 2017 Council meeting.

Strategy 20.8   ★★★☆☆

Support Council Composition Task Force

Status **100%** On Track

On Track 100.0%

Progress **0%** Completed

In Progress 33.3%
Upcoming 66.7%

Activity: 3

Last update by Ralph Martin (Manager, Secretariat): May 29, 2017

> Strategy Update: CCTF continuing to conduct research and deliberate on key aspects to be included in its report.
>
> Next Steps: Task Force will draft its report.
>
> Project is expected to be completed by September 2017.

Strategy 20.9   ★★★★★

Prepare 2018-2020 Strategic Plan

Status
100%
On Track

Progress
53%
Completed

- On Track 100.0%
- In Progress 9.4%
- Upcoming 37.5%
- Completed 53.1%

Activity: 10

Last update by Gerard McDonald (Registrar): Jun 06, 2017
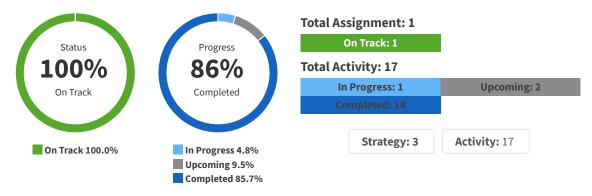
Consultation on plan is now complete and drafting of the first draft of the plan has commenced

Plan is on track to be completed by mid-November

🎯 Strategic Objective 21 ★★☆☆☆

STAFF, VOLUNTEERS & COUNCIL - Chapters are engaged in the regulatory mandate of PEO

Status
100%
On Track

On Track 100.0%

Progress
86%
Completed

In Progress 4.8%
Upcoming 9.5%
Completed 85.7%

Total Assignment: 1
On Track: 1

Total Activity: 17
In Progress: 1   Upcoming: 2
Completed: 14

Strategy: 3   Activity: 17

Strategy 21.1 ★★☆☆☆

Develop a Licensure Assistance Program (LAP) orientation training module to improve access and enhance the learning opportunity for Interns and Guides

Status
100%
On Track

On Track 100.0%

Progress
57%
Completed

In Progress 14.3%
Upcoming 28.6%
Completed 57.1%

Activity: 7

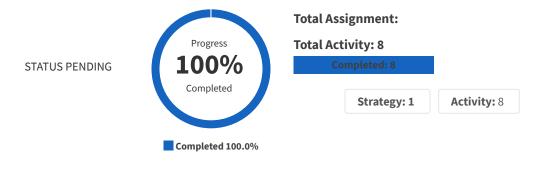**Last update by Tracey Caruana (EIT Coordinator): May 23, 2017**

> Strategy update: The online PowerPoint presentation and script have been completed. The module has been reviewed by Communications, Corporate Services and the Registrar. It has been sent to Vocalmeet and a voice over artist has been selected to record the script.
>
> Next steps: video shoot will take place and the completed module will be provided through a link on the PEO website.
>
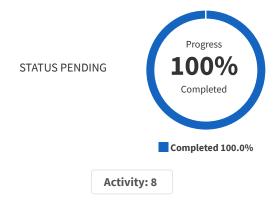> Project is expected to be completed by July 14 2017.

🎯 Strategic Objective 22 ★★★☆☆

STAFF, VOLUNTEERS & COUNCIL - Equity and diversity values and principles are integrated into the general policy and business operations

STATUS PENDING

Progress
100%
Completed

■ Completed 100.0%

Total Assignment:

Total Activity: 8

Completed: 8

Strategy: 1	Activity: 8

Strategy 22.1 ★★★☆☆

Online equity and diversity training module is available to all ARC and ERC members. Introduce mandatory equity and diversity and AODA training for all ARC and ERC members

STATUS PENDING

Progress
100%
Completed

■ Completed 100.0%

Activity: 8

Last update by Michael Price (Deputy Registrar, Licensing and Finance): May 30, 2017

> *Council to decide consequences for non compliance: (100% Completed)*
> Completion of the equity and diversity training module is now mandatory for all new committee members
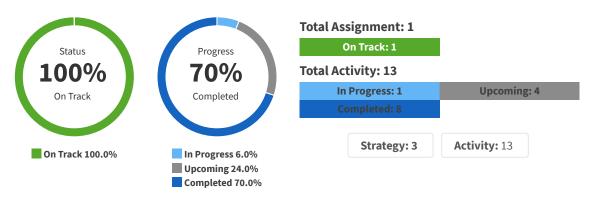
🎯 Strategic Objective 23   ★★★☆☆

STAFF, VOLUNTEERS & COUNCIL - Organizational renewal is ensured through succession plans and talent management strategies

STATUS PENDING

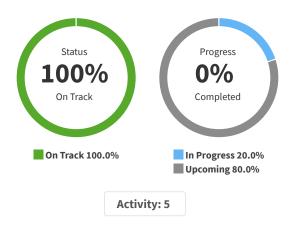Progress
100%
Completed

Completed 100.0%

Total Assignment:

Total Activity: 8

Completed: 8

Strategy: 2   Activity: 8

⊙ Strategic Objective 24 ★★★☆☆

STAFF, VOLUNTEERS & COUNCIL - PEO is recognized as an employer of choice

Status
100%
On Track

Progress
70%
Completed

■ On Track 100.0%

■ In Progress 6.0%
■ Upcoming 24.0%
■ Completed 70.0%

Total Assignment: 1
| On Track: 1 |

Total Activity: 13
| In Progress: 1 | Upcoming: 4 |
| Completed: 8 |

| Strategy: 3 | Activity: 13 |

Strategy 24.3 ★★★☆☆

Implement Employer of Choice Strategy

Status
100%
On Track

Progress
0%
Completed

■ On Track 100.0%

■ In Progress 20.0%
■ Upcoming 80.0%

| Activity: 5 |

Last update by Scott Clark (Chief Administrative Officer): May 26, 2017

> Strategy Update: Research on flexible work arrangements in progress.

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