

● Draft 
 ● Not started 
 ● Behind 
 ● On Track 
 ● Overdue 
 ● Complete 
 → Direct Alignment 
 ---→ Indirect Alignment

### GOAL

Goal	Current Completion	Progress Update
<b>Undertake Continuous Improvement Projects</b>	Behind	<p><b>Progress:</b> Three continuous Improvement projects were completed since the last update and one project was cancelled due to lack of potential solutions. The outcomes of all projects are noted in the report. There are currently 17 active CI projects across the organization.</p> <p><i>2024/10/23</i></p>
→ Reorganize the network drive in Waste & Recycling using the 5S tool	Overdue	<p><b>Progress:</b> Confirmation of results complete, preparation of A3 Report remaining.</p> <p><i>2024/10/18</i></p>
→ Streamline the administration process for sports field bookings	Overdue	<p><b>Progress:</b> Assigned staff member has been seconded to Canada Games and the project is currently on hold.</p> <p><i>2024/10/10</i></p>
→ Streamlining the insurance certificate process for special events	Overdue	<p><b>Progress:</b> Review completed. Given the volume of filming requests (both small and large scale) has grown exponentially, it was determined that if the production company is an out of Province entity, and is not registered in CADO there would be a series of options as to how to proceed in lieu of being registered in CADO to improve the process. This slight revision to the process is a low-risk modification that streamlines the insurance process for the out of province filming/production entities. Currently in the process of completing A3 report and any other documents that would be required for concluding/finalizing the CI Yellow belt project.</p> <p><i>2024/10/17</i></p>
→ Review, streamline, and standardize process for cheque requisitions	On Track	<p><b>Progress:</b> Two meetings have taken place and a survey of users conducted to gather feedback. The team has reviewed the current form and procedures along with the data and started to identify opportunities for improvement.</p> <p><i>2024/10/02</i></p>
→ Reorganize Roads and Traffic network drive using 5S tool	On Track	<p><b>Progress:</b> The file restructuring process is nearly complete. The review has taken place and new file structures and naming conventions have been established. Once the red tag and archive folders are reviewed and addressed, and final report submitted, project will be completed.</p> <p><i>2024/10/16</i></p>
→ Improve user knowledge and awareness of swim spaces and equipment	On Track	<p><b>Progress:</b> Data collection is complete and a proposed solution has been identified. Diagrams to display at the Front Desk of the Paul Reynolds Community Centre are currently being created to provide visuals to patrons regarding the pool areas open for each swim.</p> <p><i>2024/10/15</i></p>

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→ Streamline waste compliance documentation process	On Track	Progress: Kickoff meeting held in June with project team. Due to external factors, the Gemba Walk is delayed until November 2024. 2024/10/18
→ Review and enhance communication of pool policy and rules for birthday party bookings	On Track	Progress: Data collection is complete and solution is being implemented to provide a safe place for photos to be taken at pool birthday parties. 2024/10/15
→ Dewatering of water and sewer excavations	On Track	Progress: Project defined to determine a more reliable methodology for dewatering work sites. New pump technology was identified and pilot unit purchased with fittings in order for it to be compatible with existing equipment. Next step will be to use in the field. 2024/10/18
→ Undertake review and establish a standard for internal staff movements	Behind	Progress: Current state mapping is complete. Team now needs to explore constraints to solutions before developing a future state map and list of improvements to undertake. 2024/10/18
→ Review and streamline low value purchase order process	Behind	Progress: The project team has finalized the new LVPO form and the procurement process of the new form has started. A new LVPO training course for staff has been developed and pilot was completed with select staff throughout the City. A review of pilot evaluation feedback is scheduled for October 31. A new electronic LVPO tracking sheet has been developed and tested, which will standardize the LVPO tracking process. The electronic tracking sheet will be implemented by mid November. 2024/10/08
→ Review and streamline process for third party service calls	Behind	Progress: Team meeting took place mid-October to complete root cause analysis of issues around the billing process and explore potential solutions. 2024/10/11
→ Clarify process for leasing of space/land by the City of St. John's	Behind	Progress: Staff have met to determine the issues. Staff will research and provide an inventory of leased properties. Staff will also review other jurisdictions to determine best practices regarding lease purchases and implement the same. Other relevant city departments will be consulted for advice on appropriate process such as Inclusion and Accessibility, City Buildings, Legal and Accounts Payable. 2024/10/18
→ Reorganize Economic Development & Partnerships network drive using 5S	Behind	Progress: Project stalled during summer months due to staff and divisional changes. Staff aim to complete the project before end of Q 1, 2025 2024/10/18
→ Map current fleet repair process	Behind	Progress: Proposal approved and project team identified. Project is anticipated to begin in November. 2024/10/10

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<p>→ Implement standardized naming convention for cheque requisitions</p>	<p>Behind</p>	<p>Progress: Project team identified and provided an overview on the project. Review of data is ongoing and kick-off meeting took place October 23. Next project team meeting is scheduled for November 6. 2024/10/10</p>
<p>→ Implement standardized job indexing in Surveying Division</p>	<p>Behind</p>	<p>Progress: Data collection is ongoing and options for improvements using visual management are being investigated. 2024/10/04</p>