

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

GOAL

Goal	Current Completi...	Progress Update
Undertake Continuous Improvement Projects	Behind	Progress: Since Jan. 2024, ten continuous Improvement projects were completed. The outcomes of all projects are noted in the report. There are currently 23 CI projects ongoing including new projects just starting. <i>2025/02/05</i>
→ Reorganize the network drive in Waste & Recycling using the 5S tool	Overdue	Progress: Confirmation of results complete, preparation of A3 Report remaining. <i>2025/02/03</i>
→ 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. <i>2025/01/31</i>
→ Review and streamline process for third party service calls	Overdue	Progress: Potential solutions have been discussed within the project team. Financial Services is collaborating with Organizational Performance and Strategy to develop online training related to service call invoicing. Next steps include a meeting with Regulatory Services to identify process content for the training. Project team is also discussing opportunities to streamline non-service call billings, to ensure accurate and timely invoices. <i>2025/02/12</i>
→ Clarify process for leasing of space/land by the City of St. John's	Overdue	Progress: Staff have reviewed the process and discussed the process with other relevant City departments. A purchasing template, complete with appropriate language has been drafted and sent to Legal for review. <i>2025/01/28</i>
→ Review, streamline, and standardize process for cheque requisitions	Overdue	Progress: Project team identified several potential improvements, including updates to the form, and detailed documentation on completing the form, acceptable approvals and submission procedures. Recommendations have been approved by the project sponsor and Policy Analyst has determined minor revisions are required to the Procurement Policy and Procedures. Next steps include finalizing the changes to the form and piloting with the project team to gather feedback. <i>2025/02/12</i>

Goal	Current Completi...	Progress Update
→ Reorganize Economic Development & Partnerships network drive using 5S	Overdue	Progress: Due to staff and divisional changes, project is progressing more slowly than planned. <i>2025/01/21</i>
→ Analyze and streamline Fleet division communication methods	Overdue	Progress: Project team has met and opportunities to streamline Fleet communication channels identified. Multiple email accounts have been consolidated to one and communication provided to staff related to changes. <i>2025/02/05</i>
→ Improve user knowledge and awareness of swim spaces and equipment	Overdue	Progress: Signage is finalized and printed. Details regarding displaying of signage are being finalized. <i>2025/01/31</i>
→ Implement standardized naming convention for cheque requisitions	Overdue	Progress: Project team has determined the types of cheque requests processed and started to establish naming guideline to ensure consistency and minimize duplication, based on data collected. Next steps include meeting with Financial Services staff in February to review list and make final recommendations while consider impact on both internal and external parties. <i>2025/02/12</i>
→ Streamline waste compliance documentation process	Overdue	Progress: Gemba walk held in December 2024 and currently compiling results of the Gemba. <i>2025/01/31</i>
→ Review and enhance communication of pool policy and rules for birthday party bookings	Overdue	Progress: Resources and backdrop are currently in design phase and will be implemented once completed. <i>2025/01/27</i>
→ Undertake review and establish a standard for internal staff movements	Behind	Progress: Current state map is complete and all opportunities for improvement are being identified. <i>2025/01/31</i>