

RE: Priorities list, draft report and email to P&D

From: "Chatburn, Kelsea (CAB)" <kelsea.chatburn@ontario.ca>
To: "Foster, Robert (CAB)" <robert.foster@ontario.ca>
Cc: "Porter, Jay (CAB)" <jay.porter@ontario.ca>
Date: Mon, 15 May 2017 16:55:24 -0400
Attachments: Draft email for Rob - Priority Report.msg (25.6 kB); DRAFT Priorities Report - May 15.pdf (821.85 kB)

Hi Rob,

As discussed, here is the updated MYAP Slice priorities report for the DM/SOC briefing. We have dropped off 2 hard copies with Jackie.

We are good on the technical side to start collecting updates and generating the new priorities report (i.e. top imminent issues field, etc.). Attached is a draft email that could potentially go out from the DMO to ADMs / ECs this week. We would plan to follow up with advisors to walk them through the information we need in the new fields. Given the short week next week, we will likely aim to deliver the new report the week of May 30.

Thanks,

Kelsea Chatburn
416.326.6665

From: Porter, Jay (CAB)
Sent: May 12, 2017 3:37 PM
To: Foster, Robert (CAB)
Cc: Chatburn, Kelsea (CAB); Boyko, Cody (CAB); Gronsdahl, Sasha (CAB)
Subject: Priorities list, draft report and email to P&D

Hi Rob,

Please find attached three items for your review and action:

- 1) Spreadsheet listing the priority items;
- 2) Mock-up priority report (in pdf)
- 3) Draft heads-up email that we'd ask you to send to the division.

Let us know if we can provide any additional info. My team will be reaching out to Advisors to support them filling out the new fields in the database (status and progress) and updating the risk and mitigation descriptions, where required, for all priority list items.

If all goes to plan, the DM will have a stack of automated reports for his 1:1 with the SoC on Tues May 30th.

Thanks,
Jay

From: Boyko, Cody (CAB)
Sent: May-12-17 3:18 PM
To: Porter, Jay (CAB)
Cc: Chatburn, Kelsea (CAB); Gronsdahl, Sasha (CAB)
Subject: priorities report - package for Rob

Hi Jay,

Please find attached the Draft email for Rob, a Draft List of the key activities as they stand now for the new Priority Report, and a sample of the new Priority Report.

If you are comfortable with this, can you send this to Rob today to:

1. Get Rob's confirmation of the key activities we will use for the priorities MYAP slice we will pull for the DMO by EOD Monday.
2. Have him take a look at what the priorities report (pdf) will look like
3. And ask if he can send a version of the email we drafted to the division to give them a heads up that we will be contacting individual advisors to update the new/existing HRR fields in the system.

For your own reference, below is a screen shot of what an Advisor will see when filling out these fields through the key activity edit form (see below).

Thank you,
Cody

Current Status Summary (ministries wont be able to edit or view this information in the system. It is used for reporting.) *(character limit: 500)*

Here you should identify the top 1-5 things currently happening with this key activity. Imagine briefing the Deputy, Secretary or Premier on this key activity. them how great it's going, how well the ministry is doing, what roadblocks might be in the way or anything they might need to know to be informed on the it currently stands.

Risk Summary (ministries wont be able to edit or view this information in the system. It is used for the Priority report and High Risk Report.) *(character li*

Here you should try to summaraize the top risks for this key activity. You would typically focus on the high risk items but should include anything you think decision makers need to know, including if everything is going well or if the ministry needs support.

Risk Mitigation (ministries wont be able to edit or view this information in the system. It is used for the Priority report and High Risk Report.) *(character l*

Here you should try to summarize the various mitigations in place for the different risks of this key activity. This should align with the risk summary above include anything you think senior decision makers need to know. Explain what the ministry is doing or what they need to help make sure we achieve our g

What's Been Achieved (ministries wont be able to edit or view this information in the system. It is used for reporting.) *(character limit: 1000)*

Here you should keep a running list of information that highlights the main things that have been completed for this key activity. What milestones, ground events or announcements have been completed that you think the Deputy, Secretary or Premier would like to know.

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[Back](#)