

FW: Preparing Materials for September PD&G - Next Steps

From: "Moore, Karen (CAB)" <"o=govon/ou=exchange administrative group (fydibohf23spdlit)/cn=recipients/cn=moore, karen (cab)339">
To: "Downarowicz, Ewa (CAB)" <ewa.downarowicz2@ontario.ca>
Date: Mon, 18 Sep 2017 11:40:49 -0400
Attachments: DRAFT-PD+G Deck (2017-09-11-11am)_v12.pptx (290.23 kB); DRAFT-APPENDIX PD+G Deck (2017-09-011-10am).pptx (284.57 kB)

See below.

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From: Porter, Jay (CAB)
Sent: September 11, 2017 5:32 PM
To: Greenberg, Martha (CAB) <Martha.Greenberg@ontario.ca>; Madhany, Shamira (CAB) <Shamira.Madhany3@ontario.ca>; Brezer, David (CAB) <David.Brezer@ontario.ca>; Moore, Karen (CAB) <Karen.Moore4@ontario.ca>; Gilbert, Tamara (CAB) <Tamara.Gilbert@ontario.ca>; Francis, Robert (CAB) <Robert.Francis2@ontario.ca>; Niyaz, Fatima (CAB) <Fatima.Niyaz@ontario.ca>; Johnston, John (CAB) <John.Johnston3@ontario.ca>; Downarowicz, Ewa (CAB) <Ewa.Downarowicz2@ontario.ca>; Frndova, Lucia (CAB) <lucia.frndova@ontario.ca>; Dabraio, Rachele (CAB) <Rachele.Dabraio@ontario.ca>; Scott-Vickers, James (CAB) <James.Scott-Vickers@ontario.ca>; Foster, Robert (CAB) <Robert.Foster@ontario.ca>
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Subject: FW: Preparing Materials for September PD&G - Next Steps
Importance: High

Hi Everybody,

Attached is the latest draft of the PD&G deck and Appendix. This is tracking to PD&G on Sept. 27th (TBC) and this draft is being shared so that a) the DM can have it as back pocket when discussing plans for PD&G with the PO tomorrow; and b) so that we can collectively review it and make any changes required to put this into the briefing cycle with the SoC and PO next week.

Requested next steps for this material are below:

- CO advisors review the draft and ensure alignment between the deck, the appendix and the DRTP. We've flagged some areas for consideration or attention and reached out to some advisors directly to clarify pieces of the appendix.
- Please send ADM-approved changes or updates to SIB (Cecilia) by Thursday at 2pm (to allow us to roll up a clean draft for the weekend).
- If there are any questions, advisors can reach out to Anika or Cecilia.
- We will keep you posted regarding feedback from the DM, following his meetings this week with the PO.

Thanks!
SIB

From: Porter, Jay (CAB)
Sent: September 8, 2017 4:40 PM
To: Greenberg, Martha (CAB); Madhany, Shamira (CAB); Brezer, David (CAB); Moore, Karen (CAB); Gilbert, Tamara (CAB); Francis, Robert (CAB); Niyaz, Fatima (CAB); Johnston, John (CAB); Downarowicz, Ewa (CAB); Frndova, Lucia (CAB); Dabraio, Rachele (CAB); Scott-Vickers, James (CAB)
Cc: Foster, Robert (CAB); Lee, Jaimie (CAB); Omole, Cecilia (CAB); Bhatti, Anika (CAB); Banwait, Satinder (CAB)
Subject: RE: Preparing Materials for September PD&G - Next Steps

Hi Everybody - a quick update.

Huge thanks to you and your teams for all of the efforts on this to date.

We're rolling up all of the materials that we've received and will plan to circulate the consolidated deck to you and to the DMO on Monday (rather than today as originally planned).

Have a great weekend.

SIB

From: Porter, Jay (CAB) <Jay.Porter@ontario.ca>
Date: Tuesday, Sep 05, 2017, 11:29 AM
To: Greenberg, Martha (CAB) <Martha.Greenberg@ontario.ca>, Madhany, Shamira (CAB) <Shamira.Madhany3@ontario.ca>, Brezer, David (CAB) <David.Brezer@ontario.ca>, Moore, Karen (CAB) <Karen.Moore4@ontario.ca>, Gilbert, Tamara (CAB) <Tamara.Gilbert@ontario.ca>, Francis, Robert (CAB) <Robert.Francis2@ontario.ca>, Niyaz, Fatima (CAB) <Fatima.Niyaz@ontario.ca>, Johnston, John (CAB) <John.Johnston3@ontario.ca>, Downarowicz, Ewa (CAB) <Ewa.Downarowicz2@ontario.ca>
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ADMs & ECs,

We received word on Friday that September's PD&G meeting will be rescheduled from the 14th to later in the month, likely the 28th (with specific timing TBC). This gives us more time to prepare the materials for the meeting than originally planned.

In order to keep us on track for the 28th, we're proposing the following next steps:

- Today (Tuesday Sept. 5th) - SIB will send out an updated draft PD&G deck + appendices to EAs (John & Fatima) for CO advisor input. The materials will include the most up to date information available, including milestones and descriptions pulled from the DRTP.
- Tues Sept. 5th – Thurs. Sept. 7th - Advisors review priorities in the deck and the appendices to ensure milestones, actions and wording is consistent and relevant for the audience. For

Actions Over the Next Year, please start each bullet with a verb (e.g., “complete”, “implement”, etc.) and include dates or targets where appropriate / available. As a reminder, we are interested in the period between September 1, 2017 and September 30, 2018.

- Thursday, Sept. 7th, end of day - ADM-approved materials sent back to SIB
- Friday Sept. 8th – updated materials to be circulated to CO P&D, including to DMO
- Tuesday Sept. 12th – DM to check in with Senior PO on desired approach/content for PD&G; further action to be determined following that meeting.

Please let me know if you have any questions or concerns with this timeline – we’re here to help.

Thanks,
Jay

From: Chatburn, Kelsea (CAB)
Sent: August-21-17 12:52 PM
To: Porter, Jay (CAB); Madhany, Shamira (CAB); Niyaz, Fatima (CAB); Johnston, John (CAB); Brezer, David (CAB); Moore, Karen (CAB); Gilbert, Tamara (CAB); Francis, Robert (CAB); Astill, Michelle (CAB)
Cc: Foster, Robert (CAB); Chatburn, Kelsea (CAB); Lee, Jaimie (CAB); Omole, Cecilia (CAB); Bhatti, Anika (CAB)
Subject: RE: Preparing Materials for PD&G Sept 12th

Hi John,

Thanks for following up, just looping in 4th floor folks on the new proposed approach. Given the busy Cabinet preparation schedule this week, we are proposing to revise the original request and just have policy teams make the following updates by Friday, August 25 2017, includin:

1. Update PD&G deck to capture appropriate info on risks and status – see updated template attached. Note, we have pre-populated the key risks section with the latest August updates teams have been working on for review and updates.
2. Ensure the Digital Risk Tracker Pilot (Tracker) database is up to date with milestones, specifically from the September 2017 to September 2018 time period, including milestone name and description. Monday we will pull the milestones from the system to populate the appendix of the PDG deck before circulating it one more time to teams for validation.

Next steps:

- Early the week of August 28—SIB will consolidate input on the slide deck and create an appendix using milestone description information from the September 2017-2018 that has been inputted in the system.
 - o SIB will share the revised deck with 6th and 4th floor policy teams for validation
- September 1, 2017—draft deck will support a PD&G planning meeting with ADM/ECs/DMO

Please don’t hesitate to contact myself, Cecilia Omole or Anika Bhatti if you have any questions.

Thanks,

Kelsea Chatburn

416.326.6665