

Preparing Materials for PD&G Sept 12th - Action Required

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Date: Mon, 21 Aug 2017 13:29:09 -0400
Attachments: DRAFT-PD+G Deck (2017-08-21)V2.pptx (223.1 kB)

Hi all,

Further to our discussion at the team meeting, please see the request from SIB for the September 12 PD&G meeting.

Can you work on populating the attached deck for your respective files and updating the Digital Risk Tracker this week.

David and Karen – aiming for a draft deck for Martha's review by **Thursday at noon**, to give her time to make input into the product.

Thanks all for working on this and please come by and see me if you have questions.

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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, including:

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

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