

July 1, 2020

All Day Personal Information inclusive

8:00 AM - 5:00 PM Canada Day

July 2, 2020

All Day Personal Information inclusive
Please See Above

12:00 AM - 12:00 AM ESTIMATES: July 02-Aug 13

8:00 AM - 5:00 PM Personal Information

July 3, 2020

All Day Personal Information inclusive
Please See Above

All Day ESTIMATES: July 02-Aug 13
Please See Above

8:00 AM - 5:00 PM Personal Information

July 4, 2020

All Day Personal Information inclusive
Please See Above

All Day ESTIMATES: July 02-Aug 13
Please See Above

July 5, 2020

12:00 AM - 12:00 AM Personal Information inclusive
Please See Above

All Day ESTIMATES: July 02-Aug 13
Please See Above

July 6, 2020

All Day ESTIMATES: July 02-Aug 13
Please See Above

July 6, 2020 Continued

8:30 AM - 9:00 AM	Completed - REVIEW/APPROVE - Memos - email from Shirley Jun 30
9:00 AM - 9:30 AM	Check-In Mtg - Okenge/Kaaren -- Okenge to call Kaaren
9:30 AM - 10:00 AM	Completed - FOI: Search email - DUE JUL 06
10:00 AM - 10:45 AM	Briefing re OIC - Okenge/Angela/Ken -- Skype Meeting
11:00 AM - 11:30 AM	Completed - APPROVE: Estimates Note
11:30 AM - 12:00 PM	Okenge / Maura - Update -- Maura to call Okenge
12:00 PM - 12:30 PM	Completed - REVIEW/APPROVE: Draft email response to writer
12:30 PM - 1:00 PM	Completed - eApprovals ID 281
1:00 PM - 1:30 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting
1:30 PM - 2:30 PM	QP
2:30 PM - 3:30 PM	Letter - Okenge/Bruce/Ian/Chris -- Skype Meeting
3:30 PM - 4:15 PM	Okenge / Bruce 1:1 -- Bruce to call Okenge
6:00 PM - 6:30 PM	Phone Call: Jill & Okenge re: email

July 7, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
All Day	Estimates Virtual Walkthrough today at 2pm - Be sure to take this from ^{Security Concern}

July 7, 2020 Continued

8:30 AM - 9:30 AM	Prep for 9:30am
9:30 AM - 10:30 AM	PHONE CALL: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Okenge to call Don's cell
10:00 AM - 11:00 AM	QP
10:30 AM - 11:00 AM	Completed - REVIEW/SEND: C-19 FAQs
11:00 AM - 11:30 AM	Debrief - Okenge/Iris/Anita -- Skype Meeting
11:30 AM - 12:30 PM	Completed - REVIEW: B2V Matrix - Due July 8
1:00 PM - 2:00 PM	Travel to ^{Security Concern}
2:00 PM - 2:30 PM	Virtual FIN Estimates Debate - Technical Run through -- MSTeams
2:30 PM - 3:00 PM	Travel
3:00 PM - 3:30 PM	Prep for B2V Exec Mtg 2 - Okenge/Norma/Elizabeth/Sandra -- Skype Meeting
3:30 PM - 4:00 PM	Budget - Okenge/Bruce/Sandra/Shirley -- Skype Meeting
4:00 PM - 5:00 PM	Prep for ReMix on July 8

July 8, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
1:30 PM - 2:30 PM	QP
3:30 PM - 4:00 PM	Monthly Communications Meeting -- MS Teams

July 9, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
9:00 AM - 9:45 AM	Okenge / Rueben 1:1 -- Rueben to call Okenge
10:30 AM - 11:15 AM	Okenge / Iris 1:1 -- Iris to call Okenge
11:30 AM - 12:00 PM	Update -- Conference Call
12:00 PM - 12:30 PM	Completed - APPROVE: Draft email response - see attached
12:30 PM - 1:00 PM	Completed - APPROVE: Exec Comm Agenda - email from Shirley Jul 09
1:00 PM - 3:00 PM	B2V Exec Mtg 2 -- MS Teams
3:30 PM - 4:00 PM	Touch Base - Okenge/Chris -- Chris to call Okenge
4:00 PM - 4:30 PM	Project Update - Okenge/Norma/Sandra -- Skype Meeting
4:30 PM - 5:00 PM	Completed - eApprovals ID 296

July 10, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
8:30 AM - 10:00 AM	DMC Security Concern /Teams
10:00 AM - 10:30 AM	Completed - REVIEW: DMCPSR Items - email from Rueben Jul 09
10:30 AM - 12:00 PM	Roundtable / DMC Debrief -- Skype Meeting

July 10, 2020 Continued

1:00 PM - 1:30 PM	Dashboards and Reports - Okenge/Iris/Anita -- Skype Meeting
1:30 PM - 2:00 PM	Completed - eApprovals ID 236
2:00 PM - 3:00 PM	Weekly Update - Okenge/Shirley/Kelly -- Skype Meeting
3:00 PM - 3:30 PM	Completed - eApprovals ID 293
3:30 PM - 4:00 PM	Telework -- Skype Meeting
4:00 PM - 4:30 PM	PHONE CALL: Christina Z and Okenge - bi-weekly call -- Okenge to call Christina
4:30 PM - 5:00 PM	Completed - eApprovals ID 292
5:00 PM - 5:30 PM	Completed - eApprovals ID 298

July 11, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
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July 12, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
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July 13, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
9:30 AM - 10:00 AM	Completed - REVIEW: B2V Deck - email from Norma Jul 10	
10:30 AM - 11:00 AM	Check-In Meeting - Okenge/Cheryl -- Cheryl to call Okenge	

July 13, 2020 Continued

1:00 PM - 1:30 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting
1:30 PM - 3:30 PM	Executive Committee Meeting -- Skype Meeting
1:30 PM - 2:30 PM	QP

July 14, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
8:30 AM - 9:00 AM	Travel
9:00 AM - 9:30 AM	Update: Don/Christina/Okenge -- Conference Call
10:00 AM - 11:00 AM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting -Security Concern
10:00 AM - 11:00 AM	QP
11:00 AM - 11:30 AM	Travel
11:30 AM - 12:00 PM	Debrief - Okenge/Iris/Anita -- Skype Meeting
1:00 PM - 1:30 PM	Check-In Mtg - Okenge/Kevena -- Kevena to call Okenge
1:30 PM - 2:00 PM	Completed - REVIEW: Revised All-Agency Agenda - see attached
2:00 PM - 2:30 PM	Check-In Mtg - Okenge/Salman -- Okenge to call Salman
2:30 PM - 3:00 PM	Completed - REVIEW: Draft hiring presentation from Joanne

July 14, 2020 Continued

3:30 PM - 4:00 PM	Completed - REVIEW: B2V Assessment Results - email from Norma Jul 14
4:00 PM - 4:30 PM	AG Presentation re Human Rights Commissioner -- Skype Meeting

July 15, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
11:00 AM - 11:45 AM	Okenge / Joanne 1:1 -- Joanne to call Okenge
1:00 PM - 1:30 PM	B2V: Project Progress & Report Outline -- Skype Meeting
1:30 PM - 2:30 PM	QP
2:30 PM - 3:00 PM	Completed - eApprovals ID 304
3:30 PM - 4:15 PM	Okenge / Deb 1:1 -- Deb to call Okenge
4:30 PM - 5:00 PM	Update - Okenge/John -- John to call Okenge

July 16, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
9:30 AM - 10:15 AM	Okenge / William 1:1 -- William to call Okenge
10:30 AM - 11:00 AM	Completed - APPROVE: L@WW Draft
11:00 AM - 12:00 PM	Face-to-Face with Racism -- Online
1:00 PM - 3:00 PM	DMCPSR

July 16, 2020 Continued

3:00 PM - 3:30 PM	Completed - REVIEW: MHWG Launch Note - email from Rueben Jul 16
3:30 PM - 4:00 PM	Completed - eApprovals ID 306
4:00 PM - 4:30 PM	Completed - eApprovals ID 307
4:30 PM - 5:00 PM	Completed - APPROVE: MH & Well Being Message

July 17, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
8:30 AM - 10:00 AM	DMC Security Concern Teams
10:30 AM - 12:30 PM	B2V Exec Mtg 3 -- MS Teams Meeting
1:30 PM - 2:30 PM	Roundtable / DMC Debrief -- Skype Meeting
2:30 PM - 3:30 PM	Project Update - Okenge/Norma/Sandra -- Skype Meeting
3:30 PM - 4:15 PM	Okenge / John 1:1 -- John to call Okenge
4:30 PM - 5:00 PM	Weekly Update - Okenge/Shirley/Kelly -- Skype Meeting

July 18, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
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July 19, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
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July 20, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
9:30 AM - 10:00 AM	Intro Mtg - Okenge/Kathy -- Kathy to call Okenge
10:00 AM - 11:00 AM	Prep for 11:30am Briefing
11:00 AM - 11:30 AM	Completed - eApprovals ID 308
11:30 AM - 12:00 PM	MCJ Briefing -- Conference Call
1:00 PM - 1:15 PM	Update - Okenge/Fazil -- Conference Call
1:30 PM - 2:30 PM	QP
2:30 PM - 3:00 PM	LSA Budget - Okenge/Bobbi/Rueben/Lucy -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting
3:30 PM - 4:00 PM	Completed - REVIEW: Pulse Survey Comms - email from Rueben Jul 17
4:30 PM - 5:00 PM	Completed - APPROVE: Revised FAQ - email from William Jul 15
5:00 PM - 5:30 PM	Completed - REVIEW/SEND: Corp Plan for DMC - email from Rueben Jul 20

July 21, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
9:00 AM - 9:30 AM	Travel
9:30 AM - 10:30 AM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting - Connect Joanne via her cell -- Security Concern

July 21, 2020 Continued

10:00 AM - 11:00 AM	QP
10:30 AM - 11:00 AM	Travel
11:30 AM - 12:00 PM	Debrief - Okenge/Iris/Anita -- Skype Meeting
2:00 PM - 4:00 PM	Estimates Prep
4:00 PM - 4:30 PM	Prep for All-Agency: PSA Exec + Senior Leaders -- Skype Meeting
4:30 PM - 5:00 PM	Completed - REVIEW: All-Agency Slides - email from Kelly Jul 21
5:00 PM - 5:30 PM	Completed - REVIEW: Estimates Note - email from Sandra Jul 21

July 22, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
9:30 AM - 10:15 AM	Okenge / Bruce 1:1 -- Bruce to call Okenge
10:30 AM - 11:00 AM	Budget - Okenge/Bruce/Sandra/Shirley -- Skype Meeting
11:30 AM - 12:00 PM	Completed - REVIEW: D&I Strategy - email from Deb Jul 21
12:30 PM - 1:00 PM	Completed - APPROVE: Pulse Survey Message - email from Rueben Jul 22
1:00 PM - 1:30 PM	DAG, DM Yuma Morisho, B. Carmichael and C. Rathbone -- Skype Meeting
1:30 PM - 2:30 PM	QP
1:50 PM - 2:00 PM	1:50PM - PREP FOR ALL-AGENCY: USING YOUR LAPTOP OR TABLET, NOT CELL PHONE - See attached -- Wait to be manually invited into the meeting by Jenn/Lauren

July 22, 2020 Continued

2:00 PM - 3:00 PM	All-Agency Virtual Meeting (Monthly) - PRESENTER INSTRUCTIONS FOUND IN SERIES INVITE -- Skype Meeting Broadcast (joining link and instructions enclosed)
3:00 PM - 5:00 PM	B2V Exec Mtg 4 -- MS Teams Meeting
5:00 PM - 5:30 PM	REVIEW: Draft Letter (approved by John) - email from Kelly Jul 22

July 23, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
9:00 AM - 9:30 AM	Update - Okenge/Joanne/Silas/Jeff -- Skype Meeting
10:00 AM - 10:30 AM	Update - Okenge/John -- Skype Meeting
11:30 AM - 12:00 PM	Completed - APPROVE: Submission Pkg - email from Deb Jul 23
1:00 PM - 1:30 PM	D&I Strategy - Okenge/Deb -- Deb to call Okenge
2:30 PM - 3:00 PM	Update -- Conference Call
3:00 PM - 3:30 PM	PHONE CALL: Christina Z and Okenge - bi-weekly call -- Okenge to call Christina
3:30 PM - 4:15 PM	Okenge / Iris 1:1 -- Iris to call Okenge
4:30 PM - 5:00 PM	Completed - REVIEW: Pulse Survey Msgs - email from Rueben Jul 23

July 24, 2020

All Day	ESTIMATES: July 02-Aug 13 Please See Above
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July 24, 2020 Continued

All Day	Private Appointment
9:30 AM - 10:00 AM	Project Update - Okenge/Sandra/Elizabeth -- Skype Meeting
10:30 AM - 12:00 PM	Roundtable -- Skype Meeting
1:00 PM - 2:00 PM	Weekly Update - Okenge/Shirley/Kelly -- Skype Meeting
2:00 PM - 2:45 PM	Okenge / Rueben 1:1 -- Rueben to call Okenge
3:00 PM - 3:30 PM	Completed - eApprovals ID 311
3:30 PM - 4:00 PM	Completed - eApprovals ID 316
4:00 PM - 5:00 PM	Estimates Prep

July 25, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
12:00 AM - 12:00 AM	Personal Information	(A/Rueben)

July 26, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
All Day	Personal Information	(A/Rueben) Please See Above

July 27, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
All Day	Personal Information	(A/Rueben) Please See Above

July 27, 2020 Continued

8:00 AM - 5:00 PM

Personal Information

1:30 PM - 2:30 PM

QP

July 28, 2020

All Day

ESTIMATES: July 02-Aug 13

Please See Above

All Day

Personal Information

(A/Rueben)

Please See Above

8:00 AM - 5:00 PM

10:00 AM - 11:00 AM

QP

July 29, 2020

All Day

ESTIMATES: July 02-Aug 13

Please See Above

12:00 AM - 12:00 AM

Personal Information

(A/Rueben)

Please See Above

8:00 AM - 5:00 PM

1:30 PM - 2:30 PM

QP

July 30, 2020

All Day

ESTIMATES: July 02-Aug 13

Please See Above

7:30 AM - 8:00 AM

Completed - REVIEW: Draft Letter (approved by John) - email from Kelly Jul 22

8:00 AM - 8:30 AM

Completed - APPROVE: Dir Appt Ltr

8:30 AM - 9:00 AM

Touch Base re Coverage - Okenge/Rueben -- Rueben to call Okenge

July 30, 2020 Continued

9:00 AM - 9:45 AM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
9:45 AM - 10:00 AM	Update - Okenge/Donna -- Donna to call Okenge
10:30 AM - 11:00 AM	Classification Discussion - Okenge/Joanne/Kim/Sandy/Todd -- Skype Meeting
11:00 AM - 11:45 AM	Okenge / Deb 1:1 -- Deb to call Okenge
11:30 AM - 12:00 PM	Completed - REVIEW/RESPOND: B2V Options - email from Norma Jul 29
12:00 PM - 12:30 PM	Completed - SEARCH: Request for DM Review
12:30 PM - 1:00 PM	Completed - SDPR Scheduling Request
1:00 PM - 3:00 PM	B2V Exec Mtg 5 -- Microsoft Teams Meeting
3:00 PM - 4:30 PM	Project Update - Okenge/Norma/Laura/Elizabeth -- Skype Meeting
4:30 PM - 5:00 PM	Check-In Mtg - Okenge/Christina/Joanne -- Skype Meeting
5:00 PM - 5:45 PM	Okenge / William 1:1 -- William to call Okenge
6:00 PM - 6:30 PM	Completed - DIR APPT REQUEST: Approved by Joanne

July 31, 2020

All Day	ESTIMATES: July 02-Aug 13	Please See Above
8:00 AM - 5:00 PM	Personal Information	