

Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Friday, January 22, 2016 1:46 PM
To: Bangert, Wilf R NRTS:EX; Hykaway, Mike R NRTS:EX; Gunning, Terry NRTS:EX; Zaranski, Marcin NRTS:EX; Wood, Christine V NRTS:EX; Taylor, Adam NRTS:EX
Cc: Ryall, Karen NRTS:EX; Morris, Kevin NRTS:EX; Medd, Andrew NRTS:EX; Ash, Dave CSNR:EX; Say, Doug M CSNR:EX; Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - January 25, 2016
Categories: LT/ELT Meetings

Below is the agenda for Monday's Leadership Team meeting. Meeting materials will be posted early Monday morning and can be found [here](#) on the SharePoint.

Meeting Agenda				
Agenda item	Owner	Time	Item type	Attachment #
Standing: Review Agenda	All	5 minutes, 2:00-2:05	Information	1
Standing: Delivery Manager Update	Andrew Medd, Dave Ash, Kevin Morris	40 minutes, 2:05-2:45	Information/Decision	2
Staffing Requests	Tracy Houser, Gaylynn Cook	20 minutes, 2:45-3:05	Decision	3
Plotter Costs	Adam Taylor, Nicole Jackson	10 minutes, 3:05-3:15	Decision	
BC Tech Summit	Marcin Zaranski	10 minutes, 3:15-3:25	Update	
Standing: IMB Escalations	All	10 minutes, 3:25-3:35	Discussion	
Standing: Communications and Engagement	Christine Wood	10 minutes, 3:35-3:45	Information	
Standing: Round Table	All	10 minutes, 3:45-3:55	Information	
Standing: Recap of Actions and Decisions	All	5 minutes, 3:55-4:00	Information	

Nicole Jackson

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forward to Leadership Team.

Staffing Requests:

- Review of recommendations and strategy, including staffing actions requiring ADM approval (temporary assignment and permanent included positions) and DM Approval (excluded positions).
 - One request, from ADM approval list, to be removed. Budget information to be confirmed.
- ❖ REQUIRED ACTION: Gaylynn/Tracy to confirm budget information with Adam.
- ❖ REQUIRED ACTION: Tracy to follow-up with Elizabeth Killam re: large scale transformation projects recruitment plan.
- ❖ DECISION: Staff actions approved by Leadership Team (with the exception of one position being paused).

Plotter Costs:

- NRPP has recently been asked to pay for plotter supplies (ink and paper) from two separate business areas (CSNR on 4th floor and Forest Analysis and Inventory Branch, FAIB, on 6th floor).
s.17
- ❖ REQUIRED ACTION: Brittany to email staff advising to only use plotter on 6th floor.
- ❖ REQUIRED ACTION: Adam to follow-up with Tim Salkeld, FAIB, to determine an appropriate amount for us to contribute and advise that we will use plotter on 6th floor only.

BC Tech Summit:

- Update from Marcin on inaugural two-day event designed to showcase BC's technology industry, opportunity to meet with businesses and explore the latest ideas that will drive a competitive advantage for BC.

Communications and Engagement:

- Christine currently at Mineral Exploration Roundup, in Vancouver, at FrontCounter BC booth getting feedback on NRS Online Services. Wilf and Mike to attend Tuesday through Thursday to meet with key sector stakeholders.

Round Table:

- Premier's BC Natural Resource Forum: update from Wilf on event and various meetings.

Key Decisions

No.	Decision Description
1	NRTS January 2016 Staff Requests: Approved by Leadership Team (with the exception of one position being put on pause).

Actions (as of January 25)

No.	Mtg. Date	Description	Owner	Due Date	Status**
172	Jan 25	Determine ownership of components that NRPP is delivering, this includes who is making decisions about staff portal design, future enhancements to NRS Online Services and other sector-wide components. <ul style="list-style-type: none">• Mike and Terry to confirm approach considering previous plan and bring forward to Leadership Team.	Mike/Terry	Feb 17	Open
171	Nov 8 ELT	Leadership Team ToR to be revisited.	Marcin	Feb 29	Open

169	Nov 16	<p>Evaluation of Salesforce as a toolset for engagement coordination and supporting PMO (linked to action item #31).</p> <ul style="list-style-type: none"> Jan 4- meetings held with Salesforce; now doing deep dive on two options (Salesforce and Financial Force). Decision needed by beginning of March to accommodate appropriate budget allocation. 	Marcin	Feb 15 Jan 14	Open
168	Nov 16	Mike to bring recommendations for Patches to February 15 LT meeting.	Mike Marcin	Feb 15 Jan 14 Dec 14	Open

Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Friday, January 29, 2016 5:12 PM
To: Bangert, Wilf R NRTS:EX; Gunning, Terry NRTS:EX; Hykaway, Mike R NRTS:EX; Taylor, Adam NRTS:EX; Wood, Christine V NRTS:EX; Zaranski, Marcin NRTS:EX
Cc: Ryall, Karen NRTS:EX; Medd, Andrew NRTS:EX; Killam, Scott NRTS:EX; Ash, Dave CSNR:EX; Rossander, Denise R CSNR:EX; Jackson, Nicole NRTS:EX; Morris, Kevin NRTS:EX
Subject: Leadership Team Agenda and Materials - February 1, 2016
Categories: LT/ELT Meetings

Below is the agenda for Monday's Leadership Team meeting. Meeting materials will be posted [here](#), on the SharePoint, on Monday morning.

Agenda item	Owner	Time	Item type	Attachment #
Standing: Review Agenda	All	5 minutes, 2:00-2:05	Information	1
Standing: Delivery Manager Update	Andrew Medd, Dave Ash, Scott Killam, Kevin Morris	30 minutes, 2:05-2:35	Information/Decision	2
Standing: IMB Escalations	All	10 minutes, 2:35-2:45	Discussion	
Implementation Management	Marcin Zaranski	15 minutes, 2:45-3:00	Discussion	
Service Delivery Board	Marcin Zaranski	10 minutes, 3:00-3:10	Update	
In Camera Session	Adam Taylor	15 minutes, 3:10-3:25	Decision	
Leave Liability	Adam Taylor	10 minutes, 3:25-3:35	Information/Decision	
Standing: Communications and Engagement	Christine Wood	10 minutes, 3:35-3:45	Information	
Standing: Round Table	All	10 minutes, 3:45-3:55	Information	
Standing: Recap of Actions and Decisions	All	5 minutes, 3:55-4:00	Information	

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Thursday, February 18, 2016 1:34 PM
To: Medd, Andrew NRTS:EX; Ash, Dave CSNR:EX; Morris, Kevin NRTS:EX
Cc: Jackson, Nicole NRTS:EX
Subject: Follow-up: February 1 LT Minutes

Here are approved minutes (Delivery Manager Update section) from the February 1st Leadership Team meeting.

Delivery Manager Update:

- NRS Online Services Release 1 continues to be on track for February 15 soft launch date. A second round of user acceptance testing has been completed and the application has been approved to move to the production environment.

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- ❖ REQUIRED ACTION: Andrew Medd to circulate output of testing report to Leadership Team.

s.13,s.17

- ❖ LT REQUIRED ACTIONS: Schedule meeting with Trish, Denise, Doug, Wilf, Mike, Terry, Marcin, to discuss these issues (meeting title: ownership of NRPP, decision-making and governance).
 - Andrew will flip list of open risk items to Leadership Team before meeting.
 - Draft agenda will be needed.

- Terry to pre-brief Denise before meeting.

s.13,s.17

and membership is not the right group of staff to do this work.

- ❖ DECISION: Oversight needed, by Andrew Medd, Dave Ash and Dave Kumka along with another BA.

- s.13,s.17

There is a request by MEM for information regarding the NRPP Strategic Roadmap, and how current and future NRPP-MEM related projects will be managed, resourced and integrated.

- Lack of clarity from business areas: how does NRPP tie into their capital projects.
- NRPP engagements with MEM need to be better coordinated. NRPP team needs to coordinate and streamline our engagement approach and be mindful of the various areas engaging with the same lines of business.

- ❖ REQUIRED ACTION: Christine to create some bullets to be added to the front of each meeting deck.

- Status of common components and major s.17
 - Updated overview of status.
 - Still looking to release by March 10 into test environment.

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Friday, February 12, 2016 3:12 PM
To: Bangert, Wilf R NRTS:EX; Gunning, Terry NRTS:EX; Hykaway, Mike R NRTS:EX; Taylor, Adam NRTS:EX; Zaranski, Marcin NRTS:EX
Cc: Ryall, Karen NRTS:EX; Wood, Christine V NRTS:EX; Medd, Andrew NRTS:EX; Killam, Scott NRTS:EX; Ash, Dave CSNR:EX; Rossander, Denise R CSNR:EX; Morris, Kevin NRTS:EX; Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - February 15, 2016
Categories: LT/ELT Meetings

Below is the agenda for Monday's Leadership Team meeting. Meeting materials will be posted [here](#), on the SharePoint, on Monday morning.

Meeting Agenda				
Agenda item	Owner	Time	Item type	Attachment #
Standing: Review Agenda	All	5 minutes, 2:00-2:05	Information	1
Standing: Delivery Manager Update	Andrew Medd, Dave Ash, Scott Killam, Kevin Morris	30 minutes, 2:05-2:35	Information/Decision	2
Standing: IMB Escalations	All	10 minutes, 2:35-2:45	Discussion	
Transfer from MEM to FLNRO	Nicole Jackson	5 minutes, 2:45-2:50	Decision	
In Camera	Kevin Morris	60 minutes, 2:50-3:50	Discussion	
Standing: Round Table	All	10 minutes, 3:50-4:00	Information	
Standing: Recap of Actions and Decisions	All	0 minutes	Information	

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NRPP Leadership Team: Agenda and Action Items

Attendees	Regrets
Wilf Bangert, Terry Gunning, Mike Hykaway, Marcin Zaranski, Nicole Jackson, Denise Rossander, Kevin Morris, Andrew Medd, Dave Ash, Scott Killam	Christine Wood
Key Discussions	
<p>Review Agenda:</p> <ul style="list-style-type: none"> New format for minutes: capture discussion and action items as we go through agenda to be able to leave meeting with minutes. It is important that discussions include decisions and implications. <u>Everyone is responsible for capturing their own action items</u> <p>Delivery Manager Update:</p> <ul style="list-style-type: none"> NRS Online Services Release 1 <ul style="list-style-type: none"> Go-Live email will be sent to project staff shortly. Discussion regarding deployment plan methodology/process. ❖ <u>LT REQUIRED ACTION: Terry to confirm Linda Turner's scope of work and ensure process for go/no-go is defined moving forward.</u> <p>s.13,s.17</p> <ul style="list-style-type: none"> ❖ <u>REQUIRED ACTION: Dave Ash working with staff, Stephanie Forbes and Alain Guilbault, to confirm hard date.</u> <ul style="list-style-type: none"> Discussion regarding challenges with business area sign off. Sign offs at ED and ADM level (and Nelson at NRPP). <ul style="list-style-type: none"> If issues, escalated to Terry. When we have a described process, the PMO will track level of completion and report out on regular basis. Staff feeling time pressure from both planning and delivery activities. Need to change expectations and start with messaging out that we are working on changes. ❖ <u>DECISION: Delivery activities have priority but planning needs some time allocations.</u> ❖ <u>REQUIRED ACTION: Dave Ash to coordinate time for Wilf to talk to team members.</u> <p>s.13,s.17</p> <ul style="list-style-type: none"> ❖ <u>REQUIRED ACTION: Marcin and Andrew Medd to work on timing of session.</u> ❖ <u>REQUIRED ACTION: Marcin to obtain output from Kamloops session (from Dean/Jeremy).</u> ❖ <u>REQUIRED ACTION: Overall coordination of lessons learned to be coordinated by Marcin.</u> <p>s.12,s.13</p> <ul style="list-style-type: none"> ❖ <u>REQUIRED ACTION: Responsible Directors to immediately initiate engagement bases on what is being planned.</u> 	

- ❖ REQUIRED ACTION: Executive Directors to follow-up with Directors on progress as part of regular one on ones.

- ❖ REQUIRED ACTION: Report progress to PMO to track status of business area engagements.

s.13,s.17

- ❖ REQUIRED ACTION: Dave Ash to talk with Scott Killam and Rick Strobel to get confirmed dates.

- Are there any roadblocks that we can foresee and try to resolve ahead of time in order to meet delivery timelines.

- ❖ REQUIRED ACTION: Dave Ash and teams to look at

- Determine ownership for sector wide vision and components that NRPP is delivering, this includes who is making decisions about staff portal design, future enhancements to NRS Online Services and other sector-wide components.

s.13,s.17

- ❖ LT REQUIRED ACTION: Mike to bring group together to solve issue and bring recommendation back to LT.

- Need to address the overlap between the capital projects and NRPP system rewrite work and determine model for completing the system rewrite work.

s.12

- IMB and NRPP interaction is missing and confusing clients. NRPP Systems Modernization Plan needs to be better integrated with 10 year capital plan

- ❖ LT REQUIRED ACTION: Set up meeting with Wilf, Terry, Marcin, Denise and Doug to revisit and determine how we move forward as a sector (detailed planning).

IMB Escalations:

- No items brought to table.

Transfer from MEM to FLNRO:

- Date needed for data transfer (home drives) to complete migration of transfer of NRTS from MEM to FLNRO. Transfers are only done on the weekend and only if nothing else is scheduled (usually booked 4-6 weeks out).

- ❖ DECISION: Transfer to be done in April (once we get past deliveries).

- ❖ REQUIRED ACTION: Nicole to follow-up with Jim Lepard at IMB on cost.

In-Camera Session

- Future Delivery Model discussion.

Round Table:

- No items discussed based on lack of time.

Key Decisions

No.	Decision Description
1	For those staff feeling time pressure from both planning and delivery activities, delivery activities have priority but planning needs some time allocations.

2	Completion of transfer (home drives) of NRTS from MEM to FLNRO will not be done until April at earliest.				
Actions (as of February 12)					
No.	Mtg. Date	Description	Owner	Due Date	Status**
177	Feb 15	Set up meeting with Wilf, Terry, Marcin, Denise and Doug to revisit and determine how we move forward as a sector (detailed planning to address the overlap between the capital projects and NRPP system rewrite work and determine model for completing the system rewrite work).	Wilf	Mar 16	Open
176	Feb 15	Mike to bring group together to solve issue and bring recommendation back to LT (determine ownership of components that NRPP is delivering).	Mike	Feb 29	Open
175	Feb 15	Terry to confirm Linda Turner's scope of work and ensure process for go/no-go is defined moving forward.	Terry	Feb 22	Open
174	Feb 1	Adam to share NRPP Vendor Resourcing Process with vendors and Program Directors.	Adam	Feb 29	Open
173	Feb 1	Schedule meeting with Trish, Denise, Wilf, Mike, Terry, Marcin, re: IMB and NRPP moving forward <ul style="list-style-type: none">Feb 11- agenda development discussion booked for Feb 22 and meeting scheduled for Feb 25.	Wilf	Feb 29	Open
172	Jan 25	Determine ownership of components that NRPP is delivering, this includes who is making decisions about staff portal design, future enhancements to NRS Online Services and other sector-wide components. <ul style="list-style-type: none">Mike and Terry to confirm approach considering previous plan and bring forward to Leadership Team.	Mike	Feb 15	Open
171	Nov 8 ELT	Leadership Team ToR to be revisited. <ul style="list-style-type: none">Latest draft sent to LT on Feb 4 for final review and comments, followed by endorsement for Wilf's approval.	Marcin	Feb 15	Open
169	Nov 16	Evaluation of Salesforce as a toolset for engagement coordination and supporting PMO (linked to action item #31). <ul style="list-style-type: none">Jan 4- meetings held with Salesforce; now doing deep dive on two options (Salesforce and Financial Force). Decision needed by beginning of March to accommodate appropriate budget allocation.Feb 12- PSA financial force meeting has been schedule. Meeting with Service Now took place Feb 11.	Marcin	Feb 29 Feb 15 Jan 14	Open
168	Nov 16	Mike to bring recommendations for Patches to February 15 LT meeting. <ul style="list-style-type: none">Feb 10- Moved to Feb 22 meeting.	Mike Marcin	Feb 22 Feb 15 Jan 14 Dec 14	Open

Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Friday, February 26, 2016 10:47 AM
To: Rossander, Denise R CSNR:EX; Morris, Kevin NRTS:EX; Medd, Andrew NRTS:EX; Ash, Dave CSNR:EX; Killam, Scott NRTS:EX
Cc: O'Sullivan, Martin NRTS:EX; Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - February 22, 2016

Categories:

LT/ELT Meetings

Tracking:

Recipient

Recall

Rossander, Denise R CSNR:EX

Succeeded: 2016-02-26 1:53 PM

Morris, Kevin NRTS:EX

Medd, Andrew NRTS:EX

Ash, Dave CSNR:EX

Killam, Scott NRTS:EX

O'Sullivan, Martin NRTS:EX

Succeeded: 2016-02-26 10:51 AM

Jackson, Nicole NRTS:EX

Failed: 2016-02-26 10:52 AM

Dave Ash

Succeeded: 2016-02-26 10:49 AM

Morris, Kevin (US - Seattle)

Succeeded: 2016-02-26 10:51 AM

Medd, Andrew (CA - British Columbia)

Failed: 2016-02-26 10:51 AM

Killam, Scott

Failed: 2016-02-26 10:51 AM

Below is the agenda for Monday's meeting. Materials will be distributed at meeting.

The meeting invite will appear in each of your calendars from 3:30-4:30, however, the Project Discussion portion of the meeting should end at 3:45.

Meeting Agenda			
Agenda item	Owner	Time	Item type
Project Discussions			
Standing: Review Agenda	All	5 minutes, 2:30-2:35	Information
Standing: Delivery Manager Update	Andrew Medd, Dave Ash, Scott Killam, Kevin Morris	35 minutes, 2:35-3:10	Information/Decision
Standing: Issues and Risks Log Review	Martin O'Sullivan	10 minutes, 3:10-3:20	Discussion
Standing: 2016/17 Program Planning	Martin O'Sullivan	10 minutes, 3:20-3:30	Discussion

Ownership for Sector Wide Vision and Components	Mike Hykaway	15 minutes, 3:30-3:45	Discussion
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Nicole Jackson

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Thursday, February 25, 2016 10:49 AM
To: Medd, Andrew NRTS:EX; Ash, Dave CSNR:EX; Morris, Kevin NRTS:EX; Killam, Scott NRTS:EX
Cc: Rossander, Denise R CSNR:EX; O'Sullivan, Martin NRTS:EX; Jackson, Nicole NRTS:EX
Subject: Follow-up: February 22 LT Minutes

Here are approved minutes (Delivery Manager Update section) from the February 22nd Leadership Team meeting.

Delivery Manager Update:

s.13,s.17

- NRPP is supplying three release resources so there shouldn't be any impact on IMB. One DBA need for one of the releases.

❖ REQUIRED ACTION: Dave Ash to look at updated schedule and compare against what is already scheduled for delivery at IMB, in order to provide a new date s.13,s.17

○ s.13

s.12,s.13

❖ REQUIRED ACTION (from Feb 15 meeting): Responsible Directors to immediately initiate engagement based on what is being planned.

❖ REQUIRED ACTION (from Feb 15 meeting): Executive Directors to follow-up with Directors on progress on engagements as part of regular one on ones.

❖ REQUIRED ACTION (from Feb 15 meeting): PMO to track status of business area engagements.

○ Executive Directors to engage with the appropriate business area Executive Director to communicate the importance of high-level scope and allocation.

❖ REQUIRED ACTION: Martin O'Sullivan to develop slide for LT meetings that will show all the areas that are in scope, communication that (a) have happened, (b) will happen, and (c) are pending with business areas.

- Determine ownership for sector wide vision and components that NRPP is delivering, this includes who is making decisions about staff portal design, future enhancements to NRS Online Services and other sector-wide components.

- ❖ LT REQUIRED ACTION (#176): Mike, Denise and Terry are scheduled to meet on February 26. Mike to bring update to Leadership Team meeting on February 29.
- Coordination of NRPP business area engagement (most recent example was multiple touch points with Mines).
 - Recent discussions regarding the various engagement models. The action items being seen are around the engagement calendar – this is a tracking tool and does not handle knowledge transfer. Staff continue to look for a corporate solution.
 - NRPP needs to determine who is going to take ownership and how are we going to organize discussions at the ministry level.
 - We will have an increased number of business areas next year so we need to get this resolved soon.
- ❖ LT REQUIRED ACTION (#169): Marcin and Christine to investigate Customer Relations Management tool.

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From: Jackson, Nicole NRTS:EX
Sent: Friday, February 26, 2016 10:51 AM
To: Rossander, Denise R CSNR:EX; Morris, Kevin NRTS:EX; Medd, Andrew NRTS:EX; Ash, Dave CSNR:EX; Killam, Scott NRTS:EX
Cc: O'Sullivan, Martin NRTS:EX; Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - February 29, 2016

Below is the agenda for Monday's meeting. Materials will be distributed at meeting.

The meeting invite will appear in each of your calendars from 3:30-4:30, however, the Project Discussion portion of the meeting should end at 3:45.

Meeting Agenda			
Agenda item	Owner	Time	Item type
Project Discussions			
Standing: Review Agenda	All	5 minutes, 2:30-2:35	Information
Standing: Delivery Manager Update	Andrew Medd, Dave Ash, Scott Killam, Kevin Morris	35 minutes, 2:35-3:10	Information/Decision
Standing: Issues and Risks Log Review	Martin O'Sullivan	10 minutes, 3:10-3:20	Discussion
Standing: 2016/17 Program Planning	Martin O'Sullivan	10 minutes, 3:20-3:30	Discussion
Ownership for Sector Wide Vision and Components	Mike Hykaway	15 minutes, 3:30-3:45	Discussion

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Tuesday, March 8, 2016 8:27 AM
To: Medd, Andrew NRTS:EX; Ash, Dave NRTS:EX; Morris, Kevin NRTS:EX; Killam, Scott NRTS:EX
Cc: Rossander, Denise R CSNR:EX; O'Sullivan, Martin NRTS:EX; Jackson, Nicole NRTS:EX
Subject: Follow-up: February 29 LT Minutes (Project Discussions)

Apologies for the delay in getting these out.

Here are approved minutes (Project Discussion portion) from the February 29 Leadership Team meeting.

Project Discussions

Delivery Manager Update:
s.13,s.17

- o How is NRS going to solve the problem of procurement for system rewrites? Clarity needed as it is causing major confusion in the sector (private sector side). This issue has also been brought up by the Steering Committee.

s.13,s.17

- Need integration level planning for the capital projects that IMB is running and the work that NRPP is doing so we can have a common approach and common message to this type of example:
 - Project Manager at IMB going directly to Finance staff at CAS.
 - Without a mitigation and plan, it makes it easy for the clients to start exploring informal exemptions. (Process for exemptions is the Architecture Review Board.)
- Define governance structures for joint decisions and answers. DMs and ADMs to give direction to their teams.

❖ REQUIRED ACTION: Timeline needed for Integrated Plan – action item with IMB (Denise).

- ❖ REQUIRED ACTION: Denise to find out specifics about recent issue with IMB Project Manager going directly to staff at CAS.
- Confusion in the vendor community because there is uncertainty about what NRPP is.
 - s.13,s.17
 - What is the model for getting the work done?
 - s.13,s.17

Issues and Risks Log Review:

- High-level Issues and Risks with Leadership Team.
 - Historical issues/running of the project will be meshed back into the log.
- PMO will work with each area to refresh and update open items.
- Martin suggests a Quarterly review (1-2 hours). In the meantime, this will become a standing agenda item and focus on review of high-priority risks.
- Ownership by the Executive Directors.
- ❖ REQUIRED ACTION: Respective Executive Director's will be expected to report, out at meetings, on the mitigations of risks brought forward at meetings. Incumbent on EDs to ensure SharePoint is updated.

2016/17 Program Planning:

- See discussion above (Delivery Manager Update).

Ownership for Sector-Wide Visions and Components:

- Recent meeting with Mike, Terry and Denise to discuss resourcing, visioning and partnership.
- Subsequent meeting with Mike, Terry, Marcin, Kevin and Denise.
 - Broken down into what are the components needed from decision making in the sector and on the project & some of the functions that need to be performed – there is a gap.
 - Some of the committees evolved into their operational needs. Five committees identified and could be included. Marcin provided a summary of what was discussed with roles and functions.
 - Next steps: Marcin scheduled another meeting to land on how to repurpose an existing committee(s) (and review membership).
- ❖ LT REQUIRED ACTION (#179): Review existing governance structure and recommend any required changes.

s.13,s.17

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Friday, March 11, 2016 3:37 PM
To: Medd, Andrew NRTS:EX; Ash, Dave NRTS:EX; Killam, Scott NRTS:EX; Morris, Kevin NRTS:EX; O'Sullivan, Martin NRTS:EX; Rossander, Denise R CSNR:EX
Cc: Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - March 14, 2016

Below is the agenda for Monday's meeting. Materials will be distributed at meeting.

The meeting invite will appear in each of your calendars from 2:00-4:00, however, the Project Discussion portion of the meeting should end at 3:00.

Meeting Agenda				
Project Discussions				
Standing: Review Agenda	All	5 minutes, 2:00-2:05	Information	1
Standing: Delivery Manager Update	Andrew Medd, Dave Ash, Scott Killam, Kevin Morris	35 minutes, 2:05-2:40	Information/Decision	2
Standing: Review Issues and Risks	Martin O'Sullivan	10 minutes, 2:40-2:50	Discussion	3
Standing: 2016/17 Program Planning	Martin O'Sullivan	10 minutes, 2:50-3:00	Discussion	4

Nicole Jackson

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From: Jackson, Nicole NRTS:EX
Sent: Thursday, March 31, 2016 12:02 PM
To: Medd, Andrew NRTS:EX; Ash, Dave NRTS:EX; Killam, Scott NRTS:EX; Morris, Kevin NRTS:EX; Rossander, Denise R CSNR:EX
Cc: Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - April 4, 2016

Below is the agenda for Monday's meeting.

The meeting invite will appear in each of your calendars from 2:00-4:00, however, the Project Discussion portion of the meeting should end at 2:45.

Meeting Agenda					
Agenda item		Owner	Time	Item type	Attachment #
Project Discussions					
Standing: Review Agenda		All	5 minutes, 2:00-2:05	Information	n/a
Standing: Delivery Manager Update		Andrew Medd, Dave Ash, Scott Killam, Kevin Morris	30 minutes, 2:05-2:35	Information/Decision	Update to be provided at meeting
Integrated Plan for the Sector (LT action item #177 – see below for more info)		Denise Rossander	10 minutes, 2:35-2:45	Update	
Actions (as of March 31)					
No.	Mtg. Date	Description	Owner	Due Date	Status**
177	Feb 15	<p>Set up meeting with Wilf, Terry, Marcin, Denise and Doug to revisit and determine how we move forward as a sector (detailed planning to address the overlap between the capital projects and NRPP system rewrite work and determine model for completing the system rewrite work).</p> <ul style="list-style-type: none">Feb 18- meeting scheduled for Mar 9.Mar 29- ownership changed to IMB (Denise Rossander). Doug Say contracted, by IMB, to put together an integrated plan for the sector to address any overlap or gap between the capital projects and NRPP system rewrite work and determine mode for completing the system rewrite work. Update requested for April 4 LT meeting.	Denise Terry	Apr 4 Mar 16	Open

Nicole Jackson

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Tuesday, April 19, 2016 12:51 PM
To: Medd, Andrew NRTS:EX; Ash, Dave NRTS:EX; Morris, Kevin NRTS:EX; Killam, Scott NRTS:EX; Rossander, Denise R CSNR:EX
Cc: Say, Doug M CSNR:EX; Jackson, Nicole NRTS:EX
Subject: Follow-up: April 4 LT Minutes (Project Discussions)

Here are approved minutes (Project Discussion portion) from the last Leadership Team meeting on April 4.

Project Discussions

Review Agenda:

- No additions to agenda

Delivery Manager Update:

s.13,s.17

- Release Management
 - Locking down rules on deployment (enforcing automated delivery standard)
 - If there is a need to change, there is a process for exemption.
 - ❖ LT REQUIRED ACTION: Terry to apply for exemption (get Plan B ready in case it's needed).

s.12

Update on Integrated Plan for the Sector (LT Action Item #177):

- Work being led by Doug Say.

s.13,s.17

- Doug received Project Plans information this morning. Doug to merge the project plans with IMB plans. Sector plan will merge NRPP Roadmap and IMB Capital Project Plan
 - ❖ ACTION ITEM: Denise to supply one page summary of deliverables, to complete Action Item #59 from Steering Committee, before next Leadership Team meeting to ensure we are all on the same page.
 - ❖ ACTION ITEM: Nicole to send Denise and Doug the Steering Committee minute on Action Item #59.

59	Feb-17	As	NRPP and IMB to analyze and assess the status of the NRS Capital Projects in relation to NRPP's dependencies on the deliverables of those projects and any associated risks with the respective timelines & report results to Steering Committee.	Will & Trisha	May 18 April 26	Action	Mo
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Actions (as of April 4)					
No.	Mtg. Date	Description	Owner	Due Date	Status**
183	Apr 4	Denise to supply one page summary of deliverables, to complete Action Item #59 from Steering Committee, before next Leadership Team meeting to ensure we are all on the same page.	Denise	Apr 11	Open

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Monday, April 18, 2016 4:59 PM
To: Medd, Andrew NRTS:EX; Morris, Kevin NRTS:EX; Rossander, Denise R CSNR:EX
Cc: Ash, Dave NRTS:EX; Killam, Scott NRTS:EX; Jackson, Nicole NRTS:EX
Subject: Leadership Team Agenda and Materials - April 19, 2016

Below is the agenda for Tuesday's meeting.

The meeting invite will appear in each of your calendars from 1:00-3:00, however, the Project Discussion portion of the meeting should end at 1:30.

Meeting Agenda				
Agenda item	Owner	Time	Item type	Attachment #
Project Discussions				
Standing: Review Agenda	All	5 minutes, 1:00-1:05	Information	
Standing: Delivery Manager Update	Martin O'Sullivan, Andrew Medd, Kevin Morris	25 minutes, 1:05-1:30	Discussion	

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Thursday, May 5, 2016 4:09 PM
To: Medd, Andrew NRTS:EX; Ash, Dave NRTS:EX; Morris, Kevin NRTS:EX; Killam, Scott NRTS:EX; Rossander, Denise R CSNR:EX
Cc: Jackson, Nicole NRTS:EX
Subject: Follow-up: April 19 LT Minutes (Project Discussions)

Here are approved minutes (Project Discussion portion) from the April 19th Leadership Team meeting.

Key Discussions

Project Discussions

Review Agenda:

- Denise provided an update re: automated delivery. It has been resolved and process exists (exemption for automation into integration environment).
- Wilf shared items he would be bringing to the kick-off meeting with Trish and Denise later this week (as a result of direction received from the NR Board meeting on April 11).

Update on Integrated Plan for the Sector (LT Action Item #177):

- Work underway; agreement on blocks of work to be done by both IMB and NRPP; information will be merged together.
 - Roadmap may not meet the requirement of the request from Steering Committee.
 - Point in the project where there is a NRPP dependency is where there is a point of risk (from both IMB and NRPP). Defining the risks will be documented.
 - PMO is tracking the status and is actively contributing information from the NRPP integrated plan.
- ❖ ACTION ITEM: Denise to continue to report out status on a weekly basis.
- ❖ ACTION ITEM: Doug Say to meet with Marcin, and staff, this week to discuss and agree upon on a project plan format (what are the deliverables, timelines, plan details, etc.).

Delivery Manager Update:

- Discussed transitioning the IPDM roles of reporting outputs, for Leadership Team, to the PMO.
 - Use transition to assess the information, and format, being presented to Leadership Team.
 - Similar discussions will take place at next month's Steering Committee and Project Board meetings to ensure we are reporting the right things of the right level of detail, performance measures, etc.
 - Scott, Dave and Andrew to continue to attend Leadership Team meetings to talk about items from a consulting perspective.
- ❖ ACTION ITEM: Martin to have time on next week's agenda for high-level overview of reporting in future.

Nicole Jackson

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Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Monday, April 25, 2016 10:21 AM
To: Rossander, Denise R CSNR:EX
Subject: Leadership Team Agenda and Materials - April 25, 2016

Good morning Denise,

Below is the agenda for this afternoon's Leadership Team meeting. As you can see, it's light so you may want to just call in (join by lync) and save some travel time.

Agenda item	Owner	Time	Item type	Attachment #
Project Discussions				
Standing: Review Agenda	All	5 minutes, 2:00-2:05	Information	
Standing: Review Status Dashboard <ul style="list-style-type: none">PMO Proposal	Martin O'Sullivan	25 minutes, 2:05-2:30	Discussion	2

Nicole Jackson

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Jackson, Nicole NRTS:EX

From: Say, Doug M CSNR:EX
Sent: Monday, April 25, 2016 10:19 AM
To: Jackson, Nicole NRTS:EX
Cc: Rossander, Denise R CSNR:EX
Subject: Integrated Plan

Hi Nicole:

know you have been cc'ed on emails which contain the below however to be specific: The below are the terms of reference for the integrated plan and below is also a timeline for making the required SC date. It may be needed for this afternoon's Leadership meeting. Thanks.

Minute

NRPP and IMB to analyze and assess the status of the NRS Capital Projects in relation to NRPP's dependencies on the deliverables of those projects and any associated risks with the respective timelines & report results to Steering Committee.

Interpretation

NRPP and IMB to analyze work being undertaken via the OCIO Capital projects:

- 1) NRPP to indicate any dependencies on OCIO capital projects deliverables, specifically what is needed and by when.
- 2) IMB to indicate any dependencies on NRPP deliverables by the OCIO capital projects, specifically what is needed by when.
- 3) Collectively estimate the risk to projects and sector for indicated deliverables being late

The timeline is:

April 20th to Noon April 28th Data entry

NRPP to enter their projects which have dependencies on the deliverables of OCIO capital projects in the agreed upon format (attached) indicating what those dependencies are and when they have to be done and the risk of missing.

IMB to enter all the OCIO capital projects in the agreed upon format (attached) indicating those which have a dependencies on NRPP work and when that dependency occurs and the risk of missing.

April 29th to May 3rd Data Merge

Merge the two sets of data onto a single sheet for each project/business area

May 4th to 10th Dependencies and risks analysed and finalized by a joint team

May 10th to 16th Contingency/slippage/cleanup

May 16th Review by IMB and NRPP Management teams

May 17th Finalization

May 18th Steering Committee presentation

Doug Say | Special Projects

Corporate Services for the Natural Resource Sector

Cell: 250 - 812 - 4833 | Fax: 250 953 3752

Jackson, Nicole NRTS:EX

From: Jackson, Nicole NRTS:EX
Sent: Friday, April 29, 2016 4:30 PM
To: Medd, Andrew NRTS:EX; Ash, Dave NRTS:EX; Morris, Kevin NRTS:EX; Killam, Scott NRTS:EX; Rossander, Denise R CSNR:EX
Cc: Jackson, Nicole NRTS:EX
Subject: Follow-up: April 25 LT Minutes (Project Discussions)

Here are approved minutes (Project Discussion portion) from Monday's Leadership Team meeting.

Project Discussions

Review Agenda:

- No additions to agenda

Update on Integrated Plan for the Section (LT Action Item #183):

- Confirmed timeline items:
 - Data entry by IMB and NRPP, April 20-28
 - Info collected and merge into single format, April 29-May 3
- PMO to advise who will be involved in analyzing and documenting dependencies (to be discussed in more detail at meeting tomorrow)
- Need to move up Review by IMB and NRPP Management Teams (before May 16 as proposed)
 - Doug to work with core staff to get documentation ready for review sooner than originally indicated (prior to May 10-16)
- ❖ ACTION ITEM: Doug to work with Nicole and Trish's office to set up review meeting prior to May 16.

Review PMO Proposal of Status Dashboard:

- Run through of new format
 - Program Overview (high-level status with specific items for Leadership Team decision making)
 - Project Overview
 - Project Metrics (status of all projects and support services with scope, schedule, financial, resources, quality and dependencies)
 - Issues and risks (build into the dashboard rather than a standalone agenda item)
 - Financials (budgetary snapshot including AMO Insights) – still need to determine frequency of preparing financial info
 - Discussion on spending curve (planned vs actuals). Bob Duggan, financial modeller, is working on the model.
- ❖ ACTION ITEM: Adam and Martin to discuss financials in more detail.
- Delivery Roadmap
 - s.13.s.17
 - s.13.s.17
 - Need to operationalize concept once the plan and priorities have been confirmed. Once the strategic direction is set by Project Board, a release strategy discussion will be needed to set framework.
- ❖ ACTION ITEM: Andrew and Dave to prepare high-level bullets for Wilf to take to April 28 Project Board

meeting about the release window concept.

- ❖ DECISION: Leadership Team endorsement of new format concept.

Review of Issues and Risks:

- In future, this review will be part of the Status Dashboard item.
- Discussed issues 310, 304 and 306.
 - Item 306 (NRS Online Services Post-Implementation): Jeremy Burbee asked for this item to be added to log.
 - Ongoing discussions with IMB.
 - Denise Rossander noted there were previously discussions regarding resources and things moving to production. Denise to share an IMIT Framework containing a slide on the transition into operational support (benefits of resourcing strategy).
- ❖ ACTION ITEM: Denise to forward IMIT Framework deck to Leadership Team.
- ❖ ACTION ITEM: Terry to work with Jeremy to determine what needs to be presented at next week's Leadership Team meeting for further discussion.

Nicole Jackson

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