

STRATEGIC PLANNING COMMITTEE FEBRUARY 5, 2008

STRATEGIC INITIATIVE TRACKING MECHANISM

Recommendation

The City Manager and the Senior Manager of Strategic Planning in consultation with the Senior Management Team recommends:

1. That Attachment 1 – Draft Strategic Initiative/Action Steps Tracking Template be approved
2. That Attachment 2- Draft Strategic Initiative/Action Steps Tracking Mechanism Process be approved

Economic Impact

N/A

Communications Plan

Communication with internal and external stakeholders on the successful completion of strategic initiatives will be compiled as part of the Corporate annual report

Purpose

The draft strategic initiative/action steps tracking template is being presented for approval by the Strategic Planning Committee. Once approved the template will be completed for each of the strategic initiatives as part of the Vaughan Vision 2020 strategic plan. Also, a draft process is proposed to guide the completion of the template by the senior management team for presentation at the 2008 Council/SMT Strategic Planning workshop.

Background - Analysis and Options

At the Council meeting on November 26, 2007 Council approved the Vaughan Vision 2020 strategic initiatives list. This document lists the strategic initiatives for each of the strategic goals and objectives as part of the Vaughan Vision 2020 strategic plan.

As can be seen in Attachment 1 the strategic initiative tracking template presents a method for tracking the implementation progress of each of the strategic initiatives which are on the approved list. The example shown in the attachment is for strategic initiative number twenty-four which is the revision of the Vaughan Vision 2007 strategic plan and the publishing and communication of a new Vaughan Vision 2020. Column one lists the number of the strategic initiative from the aggregated list of approved strategic initiatives. Column two lists the completion date for the initiative. Column three and four lists the project milestones and timelines for each milestone in the implementation of the initiative. The fifth and sixth columns list the deliverable for each of the milestone steps for the initiative and the target date for each milestone. The final column provides space for comments and to indicate when the milestone step has been completed. Once approved this template will be completed for each of the sixty-two strategic initiatives in the Vaughan Vision 2020 strategic plan.

As can be seen in Attachment 2 the draft strategic initiative/action steps tracking mechanism process illustrates that once the template has been recommended by the Strategic Planning Committee on February 5th and approved by Council on February 11th, meetings will then be held during February and March'08 with Commissioner's to complete the template for each of their strategic initiatives. The aggregated list will then be presented to the April'08 Council/SMT strategic planning workshop.

Relationship to Vaughan Vision 2020

The strategic initiative/action steps tracking mechanism will provide an update on the implementation progress of strategic initiatives which are a part of the Vaughan Vision 2020 strategic plan.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

N/A

Conclusion

The draft strategic initiative/action steps tracking template and process is being presented to the Strategic Planning Committee for review and feedback in order to proceed with the next steps of completing the template for all strategic initiatives and presented at the 2008 Council/SMT Strategic Planning workshop.

Attachments

1. Attachment 1 - Draft Strategic Initiative/Action Steps Tracking Template
2. Attachment 2- Draft Strategic Initiative/Action Steps Tracking Mechanism Process

Report prepared by:

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Respectfully submitted,

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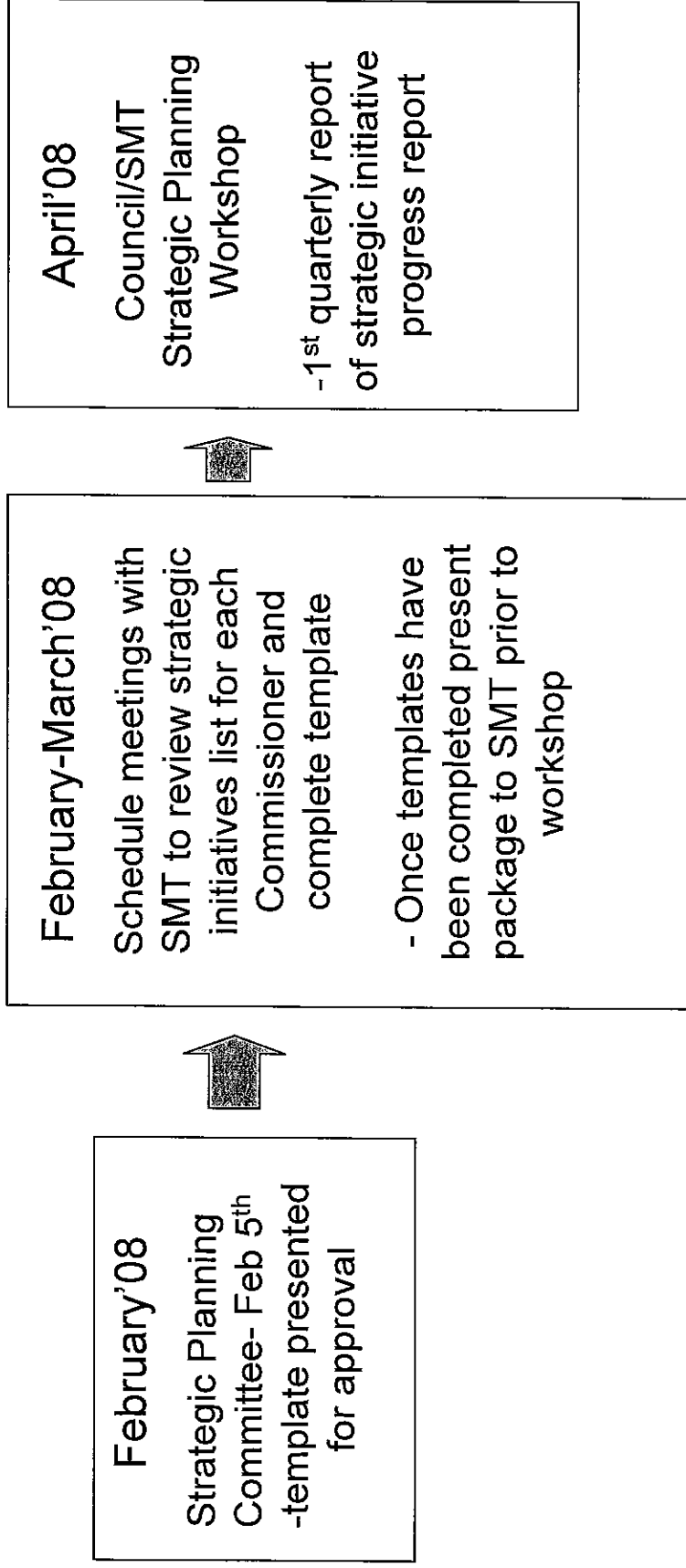
DRAFT STRATEGIC INITIATIVE/ACTION STEPS TRACKING TEMPLATE

Description of Strategic Initiative:

Revise the Vaughan Vision 2007 strategic plan and publish and communicate a new Vaughan Vision 2020

Strategic Initiative Number	Completion date	Project Milestones	Project Milestone Timelines	Project Deliverable	Milestone Target Date	Evaluation/ Comments
24	Q4/07	Organize a SMT strategic workshop	Q4/06	Review of VV 2007 and draft strategic initiatives list	Q4/06	Completed
		Set up a Council strategic workshop	Q1/07	Review of VV 2007 and draft strategic initiatives list	Q1/07	Completed
		Complete a "Have your say" citizen survey	Q2/07	Citizen survey results reviewed at Council/SMT strategic workshop	Q2/07	Completed
		Facilitate a Council/SMT strategic workshop	Q2/07	Review of VV 2020 and new strategic initiatives list	Q2/07	Completed
		Arrange a Strategic Planning Committee meeting	Q2/07	Draft VV 2020 document completed	Q2/07	Completed
		Facilitate a public meeting to review draft Vaughan Vision 2020	Q3/07	Review of draft VV 2020 document	Q3/07	Completed
		Seek Council approval of Vaughan Vision 2020 strategic plan	Q4/07	Finalize VV 2020 document and present communication plan	Q4/07	Completed

Draft Strategic Initiative/Action Steps Tracking Mechanism Process



On Going: Progress reports tabled at quarterly strategic planning meetings
Strategic successes reported in annual report