



## RACI Chart – Project 2b3: Policy requirements for the use of mobile technology

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Individual review of current policy	Oct 2024	AR, MG, GN, kva	kva	n/a	n/a	
Group discussion of opportunities and barriers	Oct 2024	kva	kva	AR, MG, GN	n/a	
Group discussion of feedback needed from staff	Oct 2024	Greg	kva	AR, MG, kva	Union reps, managers	Greg and KVA to pre-schedule Nov 2024 consults prior to Oct 2024.



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Staff consultation	Nov 2024	Greg	Kva (scribe)	AR, MG, kva	Union reps, managers	Attend staff team meetings to discuss and capture feedback
Gather info from internal comms feedback	Nov 2024	Carly	kva	n/a	AR, MG, GN	Need to let Carly know to diarize – have Carly attend a project meeting to discuss findings
Research into comparator orgs – find at least 3 policy examples	Nov 2024	Mark	kva	n/a	group	Samples to be added to project site



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Group review of sample policies to ID best practices	Dec 2024	Mark	kva	AR, GN, kva	n/a	
Draft policy for discussion	Dec 2024/Jan 2025	kva	kva	AR, MG, GN DvD	n/a	Confirm topic and number with DvD
Discuss with unions	??	Annie	kva			
Group discussion to refine policy	Jan 2025	kva	kva	AR, MG, GN	n/a	
Revisions	Jan 2025	kva	kva	AR, MG, GN		Determine based on scope of policy if legal review required
Sign off by CM	Feb 2025	Annie	kva	MG, GN, kva DvD	n/a	Request CM sign-off from DvD





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Develop education program	Feb 2025	Annie/Mark	kva	MG, GN, kva		
Roll out education and sign off	March 2025	Annie	kva	MG, GN, kva	Union reps, managers	Track employee response rate.
Report to Ad Hoc Committee	April 2025	Kva	Michelle	MG, GN		

Project Sponsor: Michelle Palmer

Project Team: Annie Reed, Mark Giberson, Greg Nicol, Kristen Van Alphen

