

1.0 Project Identification

Name of Project:	Develop a Policy re parameters for the renewal of agreements
Sponsor: (Accountable)	Tim Simmonds
Project Manager: (Responsible)	Kristen Van Alphen
Project Team Members: (Responsible or Consult)	Christine Gilbert, Bradey Carbert, Jenn Wright, Ryan Gowan, Shannon Bingeman, Desirée van Dijk
Approved Budget:	\$0.00

2.0 Business Need

4c2 Create policy to govern the process of agreement development
Project timeline: Q3 2024 to Q1 2025

3.0 Project Objectives (Purpose)

Develop a policy that will establish a consistent approach to agreement development and management and ensure that the process is reflected in the report that will accompany the agreement at Council/Committee;

4.0 Project Scope

- Policy development – draft policy to govern the City’s approach to agreement development
- Education and policy roll out

Out of scope

- Procedure, templates, sample clauses, guidelines, inventory

5.0 Stakeholders

Name	Consult or Inform
Tim Simmonds	Responsible
Committee	Inform
Managers	Consult

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Discuss agreement process/department needs i.e. finance, risk, legal	July 2024
2.	Research on best practices	September 2024
3.	Group review of research and development of policy outline	October 2024
4.	Policy first draft for consideration by group (ongoing review process)	November 2024
5.	Final policy for approval by CM	January 2025
6.	Education and policy roll out	February 2025

7.0 Risks

Severity	Description	Mitigation Tactic
High	Lack of staff buy-in to policy	Education for all staff who develop agreements;
High	Duplication with 3b3/4c1	Cross appointments on project teams
Medium	Staff resource constraints	Project identified in workplan as priority; tasks and deadlines will be agreed upon by team and escalated to sponsor if not met
Medium	Scarce sample resources	use various advisory groups to request resources from i.e. buyer’s group, events group, Clerks group, etc.

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

A new policy developed and approved by CM

Education rolled out to all staff who develop agreements

Reports to Council respecting agreements include discussion of agreement development and management beginning in 2025/26