

Quarterly Senior Staff Report

Operational Area

Headquarters

Accomplishments

- IS&T Policies: Continue to rework policies for IS&T
 - Travel /professional development policies
 - Mobile/internet policies
 - Computer purchases
- Worked internally and with IS&T's customers to orient the new Head of IS&T
- Launched the Building a Foundation for IS&T project which will help strengthen customer relationships and improve IS&T's ability to focus on successfully delivering core services to the Institute
- Developed and implemented a process to regularly review IS&T's major projects on a quarterly basis
- Presented IS&T's experiences implementing both our PM methodology and a PPM system at the Project Management Institute's annual North American Symposium

Goals for Next Quarter

- Continue to work on Building a Foundation including completion of a Values Survey for IS&T and beginning to identify a Core Services listing.
- Develop and implement a quarterly Operational Review process.
- Work with a cross-directorate team to identify opportunities to strengthen project execution and develop a plan to follow through on the recommendations
- Develop a standard for reporting project financials for all of IS&T's work
- Update the Post Project Review process and promote its use across IS&T
- Develop a comprehensive portfolio listing of all of IS&T's projects that can be shared across the Institute

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Kathleen Armour



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