

ID	Category	Task Name	Priority	% Complete
1	Process Standardization	Standardized comment templates	(1) High	50.00%
2	Process Standardization	Internal review timelines	(1) High	50.00%
3	Process Standardization	Precon Requirement	(1) High	50.00%
4	Process Standardization	Site Plan Control By-Law	(1) High	25.00%
5	Process Standardization	Site alt permit process	(1) High	0.00%
6	Process Standardization	CI Program	(1) High	100.00%
7	Process Standardization	Communicate quality expectations	(1) High	25.00%
8	Process Standardization	Online information	(2) Normal	50.00%
9	Process Standardization	Registered plan delays	(2) Normal	100.00%
10	Process Standardization	Recirculation process	(1) High	25.00%
11	Process Standardization	Concierge service	(1) High	100.00%
12	Process Standardization	Securities	(1) High	25.00%
13	Process Standardization	Recirculation process	(2) Normal	0.00%
14	Collaboration & Communication	Streamline precon	(1) High	0.00%
15	Collaboration & Communication	Circulation tool	(1) High	25.00%
16	Collaboration & Communication	Lead Planner project manager	(3) Low	100.00%
17	Collaboration & Communication	Neighborhood agenda template	(2) Normal	100.00%
18	Collaboration & Communication	Reporting	(1) High	0.00%
19	Collaboration & Communication	Escalations	(3) Low	0.00%
20	Collaboration & Communication	Departmental collaboration	(1) High	100.00%
21	Collaboration & Communication	Customer relationship	(3) Low	0.00%
22	People & Organization	Process priorities	(1) High	25.00%
23	People & Organization	File transfer protocol	(2) Normal	50.00%
24	People & Organization	Departmental org review	(2) Normal	100.00%
25	People & Organization	Staff empowerment	(2) Normal	25.00%
26	Roles & Responsibilities	Role clarity	(2) Normal	0.00%
27	Roles & Responsibilities	Delegation of Authority	(1) High	100.00%
28	Roles & Responsibilities	ECA	(3) Low	25.00%
29	Roles & Responsibilities	Development review process clarity	(2) Normal	0.00%
30	Governance	Performance Measurement	(1) High	100.00%
31	Governance	Report writing	(1) High	75.00%
32	Technology & Information	Application workflow	(1) High	0.00%
33	Technology & Information	Project management tools	(2) Normal	0.00%
34	Technology & Information	Online cashiering	(1) High	0.00%
35	Governance	Time tracking	(3) Low	0.00%
36	Governance	Applicant feedback	(2) Normal	0.00%
37	Technology & Information	File management tools	(2) Normal	0.00%
38	Technology & Information	GIS	(2) Normal	0.00%
39	Technology & Information	Updating bylaws	(2) Normal	0.00%
40	Technology & Information	Zoning bylaw and OP updates	(3) Low	100.00%
41	Technology & Information	MS Office upgrade	(1) High	100.00%
42	Fee Structure & Deposits	Incomplete fee	(2) Normal	100.00%
43	Fee Structure & Deposits	Deposit release	(2) Normal	25.00%
44	Fee Structure & Deposits	Development app fee process	(1) High	0.00%
45	Governance	Vision Statement	(2) Normal	100.00%

Task Status	Comments
In progress - Q1 - Q2, 2022	Amanda
In progress - Q1 - Q2, 2022	Amanda required
In progress -Q1 -Q2, 2022	
In Progress - Q2, 2022	
In Progress - Q2, 2022	
City Wide - Does not apply to DAP	
In progress - to be complete in 2022	
Completed /On-going	
Completed	
In Progress	Relates to 3-5
Q4, 2021	
In Progress -Q2, 2022	Relates to 3-5
Not Started	Amanda
In progress- Q2, 2022	
In Progress	Amanda
Complete	
Completed	
Not Started	Amanda
Not Started	
Completed	
Not Started	
Q4, 2021	
In-progress	Amanda
Q4, 2021	
Q4, 2021	
Q4, 2021	
Completed	Achieved/on -going
In Progress	
in-progress	
Not Started	Amanda
In Progress	
Not Started	Amanda
Not Started	Amanda
Not Started	Amanda
Not Started	Amanda
Not Started	Amanda
Not Started	Amanda
Not Started	Amanda
Not Started	
Completed	
Not DAP Related	
Completed	
In Progress	
In-progress	Relates to 3-5
Completed	