

**Township of Douro Dummer**  
**Service Delivery Review**  
**Project Status Report**

<b>Project</b>	Service Delivery Review				
<b>Date</b>	March 27, 2020	<b>Reporting Period</b>	March 7, 2020	<b>To</b>	March 27, 2020

**Distribution List**

<b>Project Authority</b>	<i>Martina Chait, Interim CAO</i>	<b>WSCS Project Lead</b>	Tammy Carruthers, Principal
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**1. Overall Project Status**

<b>Scope</b>	As agreed upon with Project Authority	
<b>Budget</b>	As agreed upon with Project Authority	See Appendix A of status report for budget details.
<b>Schedule</b>	As agreed upon with Project Authority	

**2. Major Milestones/Deliverables Performance**

Milestone / Deliverable	Planned Completion Date	Date Completed	Status
<b>Planning Phase</b>			
Kick-off meeting/ Project Plan for planning phase	February 24, 2020	February 24, 2020	Complete
Documentation Review	April 7 2020		Underway
SWOT Sessions	March 5, 2020	March 4, 2020	Complete
Service Profiles	April 7, 2020		Underway- Proceeding remotely
Service Profiles – Delivered	April 24, 2020		
Surveys	April 15, 2020		Draft developed
Benchmarking	April 15, 2020		
Interim Report	May 5, 2020		
Opportunity Identification	May 19, 2020		

2. Major Milestones/Deliverables Performance			
Milestone / Deliverable	Planned Completion Date	Date Completed	Status
Draft Final Report to Steering Committee	May 29, 2020		
Final Report	June 19, 2020		
<ul style="list-style-type: none"> <li>GREEN – On target to achieve Planned Delivery Date.</li> <li>AMBER – Planned Target Delivery Date is in danger of not being achieved but a managed solution capable</li> </ul>			

2. Activities & Risks/Issue Monitoring			
Activity Description		Date of Completion	
Key Activities Completed over the Reporting Period			
<ul style="list-style-type: none"><li>Interview with Treasurer/IT Coordinator _IT related</li><li>Meetings with EVO and PSD</li><li>Interviews with Recreation Manager, 4 Councillors</li><li>Benchmarks identified and analysis underway</li></ul>		<ul style="list-style-type: none"><li>March 19,2020</li><li>March 25, 2020</li><li>March 26,2020</li></ul>	
Key Activities Planned for Next Reporting Period – March 28, 2020 – April 10, 2020			
<ul style="list-style-type: none"><li>Benchmarking</li><li>Data Analysis</li><li>Additional Interviews - offsite</li></ul>			
Risks/Issue Management			
No.	Risk/Issue Description	Mitigation Strategy	Date Approved by Project Authority

## Appendix A

Budget reporting – work completed versus budget spent to date, as at March 27, 2020.

<i>APPENDIX A: BUDGET</i>	<i>Budget</i>	<i>Actuals to Date</i>	<i>Budget Remaining</i>	<i>Forecast for Completion</i>	<i>Comments</i>
<i>Project Management</i>	5,000	2,706	2,294	5,000	Kick off meeting and updated project plan
<i>Consultations</i>	22,000	19,115	2,885	22,000	Interviews ongoing
<i>Draft Service Profiles</i>	15,000	1,050	13,950	15,000	
<i>Reporting</i>	10,000	-	10,000	10,000	
<i>Total (excl HST)</i>	52,000	22,871	29,129	52,000	
<i>Disbursements</i>	5,000	1,576	3,424	5,000	