RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Kick- off Meeting	April 1st 2025	Mark Giberson	Lara	Team		Review of Project and RACI
Review Functional Requirements (Hardware, Software, Connectivity)	June 16th 2025	Kaitlyn Patchell/Karl Rennick	Mark Giberson	Team, Fleet	Lara	Includes looking at what we have currently how it is being used, what is or is not working, proposed new software and what is required for it to run on mobile devices.
Review Accessibility (ADOA), Health and Safety and review new mobile Technology Policy	June 16th 2025	Mark Hill/Kayla Hyman	Mark Giberson	HR, IT, Fleet	Lara	Look at proposed impact of mobile equipment to ensure that it is correctly mounted, meets our obligations for ADOA,

		Responsible	Accountable	Consulted	Informed	
						H&S and other City Policies.
Survey on Use of Mobile Technology	August 15th, 2025	Greg Nicols	Mark Giberson	Team- Outside works and other who use mobile technology	Lara	What works and doesn't, issues around possible use etc. Goal to ensure that use of technology is adopted and used to full potential
Budget Impact- Capital and Operational	October 15th, 2025	Team	Mark	GRAMPS, IT	Lara, Kate	Short term and long-term impact for Capital budgets and Divisional or Department operational impact.
Initial Report and or Presentation to SLT	December 15th 2025	Team	Mark	Lara, SLT, GRAMPS	Lara	
Final recommendation and report to SLT	No later that March 31st 2026	Team-TBD	Mark	Lara, SLT		