



RACI Chart

Task List	Deadline to Complete	Responsible	Accountable	Consulted	Informed	Comments
Kick off meeting	November 2023	Everyone	Kim			Kickoff meeting to get team together to discuss project
Process mapping of each division & department	May 2025	Each admin will do their own division	Kim			Other divisions will need to be done as well – Ryan and Bethany – Mark will look into getting the information from the IT assessment to see if this would be able to help
Create questions for when staff are consulted	June 2025	Everyone	Kim			The team will meet to figure out who will be speaking with divisions and what questions will be asked

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Consultation with staff	July 2025	Everyone	Kim			Consult with staff on how they do their processes, information, entering information requirements. This will be done with all divisions of the City and all members of the team
Consult with Union	July 2025	Ian/Andrew	Kim			Confirm with Exec of the Union that amending anything with time sheets will not compromise both collectives
Research software programs	August 2025	Mark/Vicki	Kim			Research softwares that work with the asset management, work orders and HRIS system
Compile alternatives for software systems	September 2025	Mark/Vicki	Kim			Compile all the findings from the research to be presented to the team for discussion
Settle on recommended software system	November 2025	Team	Kim			As a team go through the information that is provided and discuss what would work best across the organization
Present the findings to SLT	December 2025	Kim/Lara				Do a presentation to SLT on the outcome of the project and the best options for moving forward
Meet with team to go over SLT presentation	January 2026	Kim/Lara				After presenting to SLT take all feed back to the team and let them know what was discussed



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Present the findings to Ad Hoc Committee	January 2026	Kim/Lara				Present final presentation to the Ad Hoc Committee

