



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

**Management Response and Action Plan**  
**Audit of the Project Management Framework**

**December 2014**

**Management Response and Action Plan**  
**Audit of the Project Management Framework**  
**December 2014**

| Recommendations   | Management Response and Planned Management Action   | Deliverables   | Expected Completion Date | Responsibility   |
|---|---|--|--------------------------|--|
| <p><b>Recommendation 1</b></p> <p><i>It is recommended that the Assistant Deputy Minister of the Strategic Policy, Planning and International Affairs Branch update the Framework to reflect the changes in governance and to include a formal role for the oversight committees in managing the close-out of projects.</i></p> | Management agrees with the recommendation.  |  |                          |  |
|   | <p>The Corporate Project Management Office will update the Framework on Project Management to reflect changes in governance and will present to senior management options related to the oversight committees' role in managing the close-out of projects. Following senior management's decision, the oversight process will be modified to incorporate the oversight for the close-out of projects.</p> | <p>Update the Framework on Project Management to reflect changes in governance and a formal role for the oversight committees in the closeout of projects.</p> | <p>June 2015</p>         | <p>Assistant Deputy Minister (ADM), Strategic Policy, Planning and International Affairs Branch (SPPIAB)</p> |
|   |   | <p>Develop and present options to senior management regarding the oversight committees' role in managing the close-out of projects.</p>                        | <p>June 2015</p>         | <p>ADM, SPPIAB</p>   |

**Management Response and Action Plan  
Audit of the Project Management Framework  
December 2014**

| Recommendations   | Management Response and Planned Management Action   | Deliverables   | Expected Completion Date | Responsibility |
|---|---|--|--------------------------|----------------|
|   |   | Implement option chosen by senior management for the oversight committees' role in managing the close-out of projects. | Sept 2015                | ADM, SPPIAB    |
| <p><b>Recommendation 2</b></p> <p><i>It is recommended that the Assistant Deputy Minister of the Strategic Policy, Planning and International Affairs Branch use the results from the Organizational Project Management Capacity Assessment to further strengthen the project management process.</i></p> | Management agrees with the recommendation.  |  |                          |                |
|   | The Corporate Project Management Office will revise the guides and tools to strengthen content, using the results from the Organizational Project Management Capacity Assessment (OPMCA). | Use OPMCA results to revise the guides and tools.  | June 2015                | ADM, SPPIAB    |

**Management Response and Action Plan  
Audit of the Project Management Framework  
December 2014**

| Recommendations  | Management Response and Planned Management Action  | Deliverables  | Expected Completion Date | Responsibility   |
|--|--|---|--------------------------|--|
| <p><b>Recommendation 3</b></p> <p><i>It is recommended that the Assistant Deputy Minister of the Strategic Policy, Planning and International Affairs Branch (in partnership) maintain a set of minimum content and documentation requirements for all aspects of the Framework across all areas of project management.</i></p>            | Management agrees with the recommendation.   |   |                          |  |
|  | The Strategic Policy, Planning and International Affairs Branch will undertake this deliverable, in consultation with Health Canada and other key internal stakeholders, to identify a set of minimum content and documentation requirements for all aspects of the Framework and will update the templates accordingly. | Identify a set of minimum content and documentation requirements for all aspects of the Framework and update templates accordingly. | Sept 2015                | ADM, SPPIAB<br>Office of the Chief Financial Officer (OCFO),<br>PHAC |
| <p><b>Recommendation 4</b></p> <p><i>It is recommended that the Assistant Deputy Minister of the Strategic Policy, Planning and International Affairs:</i></p> <ul style="list-style-type: none"> <li>• <i>work with sponsoring branches to ensure that project documentation is more closely aligned with the requirements</i></li> </ul> | Management agrees with the recommendation.   |   |                          |  |
|  | The Corporate Project Management Office will develop and implement a control tool to assess the information required in project management plans.  | Develop and implement a control tool to assess the information required in project management plans.                                | June 2015                | ADM, SPPIAB  |

**Management Response and Action Plan  
Audit of the Project Management Framework  
December 2014**

| <b>Recommendations</b>  | <b>Management Response and Planned Management Action</b>   | <b>Deliverables</b>   | <b>Expected Completion Date</b> | <b>Responsibility</b>             |
|---|--|---|---------------------------------|-----------------------------------|
| <p><i>outlined in the Agency's framework on Project Management; and</i></p> <ul style="list-style-type: none"> <li>• <i>work with the Chief Financial Officer to develop options to improve project costing.</i></li> </ul> | <p>In partnership with the Office of the Chief Financial Officer, the Corporate Project Management Office will update the Framework on Project Management to include standard costing templates.</p> | <p>Update the Framework on Project Management to include standard costing templates and OCFO review as part of the process.</p> | <p>June 2015</p>                | <p>ADM, SPPIAB<br/>OCFO, PHAC</p> |