

#### 2017-19 Project Plan for Sun West SD Outcome: Sector-Wide Efficiencies

<b>TITLE: Sector-Wide Efficiencies</b> Which sector outcome does this project plan support? <b>By August 31, 2020, implement a sector-wide approach to find efficiencies and increase value-add in order for the sector to be responsive to the challenges of student needs.</b>	<b>Primary Owner: Ryan Smith</b> <span style="float: right;"><b>Secondary Owner: Craig Vanthuyne, Principal</b></span>  <b>Lead Unit/Branch: Business Department</b> <b>Other Team Members: John Collins, Rhonda Saathoff, Jamie Cowell, Jodi Slocombe, Camille Hounjet</b>																																										
<b>1. Problem Statement</b> (Current state and the reason for action.) <i>[Explain what and how big the problem is and why strategic action is required to address it.]</i> Keeping the funds equitable among all schools in order to maintain and enhance current opportunities  Challenges existing / going forward with operational funding  Ministry request for continuous efficiencies place stress on already lean operation  Are we using technology properly and to its full advantage for financial savings (time, travel, sub costs)	<b>4. Implementation Plan</b> (What are the high-level actions that will be taken to address the problem within the given timeframe? How will the future state be achieved?) <i>[More detail can be included in the Detailed Implementation Plan.]</i>																																										
<b>2. Root Cause Analysis</b> (What is causing the problem and what evidence can be provided to support the analysis?) <i>[Highlight baseline data and analysis that helps clarify the magnitude of the problem statement and narrow the focus for the future state statement. What are the barriers impeding change or success?]</i>  Change in student enrolment and demographics  Change in rural support services  8 schools of necessity and 32,000 square kilometers within our school division  Future adjustments to operating grant unknown (reductions, locally determined teacher conditions, compensation targets, etc.)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Actions</th> <th style="width: 30%;">Deliverables</th> <th style="width: 15%;">Lead</th> <th style="width: 10%;">Start Date</th> <th style="width: 10%;">Completion Date</th> <th style="width: 10%;">Resources Required (Human and Financial)</th> <th style="width: 5%;">Risk/Mitigation</th> </tr> </thead> <tbody> <tr> <td colspan="7"><b>Historical Reference</b></td> </tr> <tr> <td>Efficiencies implemented</td> <td> <ul style="list-style-type: none"> <li>- Digital resources versus print (e-texts)</li> <li>- Electronic Funds Transfer for employee claims &amp; vendor payments</li> <li>- Offsite record storage management</li> <li>- GPS for buses and division vehicles</li> <li>- Electronic employee pay statements</li> <li>- AESOP online absence reporting</li> <li>- Computers for Schools program</li> <li>- Annual Meeting of the Board broadcasted to all schools / SCC's</li> <li>- Facility efficiencies (utility savings including LED lighting, etc)</li> <li>- Bus route consolidation review</li> </ul> </td> <td>Superintendents, Supervisors</td> <td>Sept.2014</td> <td>Ongoing</td> <td></td> <td></td> </tr> <tr> <td>LEAN Events</td> <td> <ul style="list-style-type: none"> <li>- AESOP online absence reporting, Pearson inform to track student progress, assessments</li> <li>- Teacher / Principal workloads (survey, Committee Meetings, Report / recommendations</li> <li>- Transportation Review (recruitment, log books, AESOP usage</li> </ul> </td> <td>Lean leaders</td> <td>Sept.2014  Sept.2015  Sept.2016</td> <td>Ongoing</td> <td>Committees Required</td> <td></td> </tr> <tr> <td>DLC Strategic Plan and Program Audit</td> <td> <ul style="list-style-type: none"> <li>- DLC Business Plan, Programming Reports, Strategic Planning Workshop &amp; sessions, Capital Project (Design Build through RFP)</li> </ul> </td> <td>Darren Gasper, Superintendent</td> <td>Sept.2014</td> <td>Ongoing</td> <td>DLC Admin Team, Board Tech Committee</td> <td>Financial viability (development costs, course enrolment, etc)</td> </tr> <tr> <td>Professional Development Resources</td> <td> <ul style="list-style-type: none"> <li>- PD Library on Sun West website</li> <li>- 21<sup>st</sup> Century and iLearn Workshops</li> <li>- Virtual SB Admin / Other Meetings not requiring travel</li> </ul> </td> <td>Shari Martin, Superintendent</td> <td>Sept.2014</td> <td>Ongoing</td> <td>Superintendents</td> <td>Challenges with creating &amp; maintaining</td> </tr> </tbody> </table>	Actions	Deliverables	Lead	Start Date	Completion Date	Resources Required (Human and Financial)	Risk/Mitigation	<b>Historical Reference</b>							Efficiencies implemented	<ul style="list-style-type: none"> <li>- Digital resources versus print (e-texts)</li> <li>- Electronic Funds Transfer for employee claims &amp; vendor payments</li> <li>- Offsite record storage management</li> <li>- GPS for buses and division vehicles</li> <li>- Electronic employee pay statements</li> <li>- AESOP online absence reporting</li> <li>- Computers for Schools program</li> <li>- Annual Meeting of the Board broadcasted to all schools / SCC's</li> <li>- Facility efficiencies (utility savings including LED lighting, etc)</li> <li>- Bus route consolidation review</li> </ul>	Superintendents, Supervisors	Sept.2014	Ongoing			LEAN Events	<ul style="list-style-type: none"> <li>- AESOP online absence reporting, Pearson inform to track student progress, assessments</li> <li>- Teacher / Principal workloads (survey, Committee Meetings, Report / recommendations</li> <li>- Transportation Review (recruitment, log books, AESOP usage</li> </ul>	Lean leaders	Sept.2014  Sept.2015  Sept.2016	Ongoing	Committees Required		DLC Strategic Plan and Program Audit	<ul style="list-style-type: none"> <li>- DLC Business Plan, Programming Reports, Strategic Planning Workshop &amp; sessions, Capital Project (Design Build through RFP)</li> </ul>	Darren Gasper, Superintendent	Sept.2014	Ongoing	DLC Admin Team, Board Tech Committee	Financial viability (development costs, course enrolment, etc)	Professional Development Resources	<ul style="list-style-type: none"> <li>- PD Library on Sun West website</li> <li>- 21<sup>st</sup> Century and iLearn Workshops</li> <li>- Virtual SB Admin / Other Meetings not requiring travel</li> </ul>	Shari Martin, Superintendent	Sept.2014	Ongoing	Superintendents	Challenges with creating & maintaining
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Current Action Items							
Actions	Deliverables	Lead	Start Date	Completion Date	Resources Required (Human and Financial)	Risk/Mitigation	
Implement efficiencies as determined internally.	Explore electronic forms / software programs further. Permission Click implemented. Electronic permissions, authorizations, fee collection Ministry Energy Monitoring Pilot Project for 2018/19	Lean leaders / Business Department	Sept.2017	Ongoing	IT, HR / Payroll, Business Department, School Admin	Auditor requirements, cost, time, technology challenges	
P-Card Pilot	P-cards (procurement cards) Pilot for high volume, low dollar value transactions.	Business Supervisor & Manager	June 2017	Full implementation by June 2018	School Admin / Secretaries	Auditor requirements, processes	
Absence Management	Target for 2017/18 Budget, AESOP reporting	HR	Sept.2017	Ongoing	Superintendents, Supervisors, School Admin	Savings not realized	
Review provincial LEAN events / implement new LEAN Events as determined internally.	Planned Events: - Communication - Alert Solutions full implementation for school notices, Division communication - Processes review.	Lean leaders	Sept.2017	Ongoing	Committees	Time commitment	
<b>3. Future State</b> (How will the situation will be different because of the actions taken to improve it?) <i>[List targets that address the problem(s) in the problem statement.]</i>	<b>5. Metrics</b> (How will you know a change has been an improvement?) <i>[Identify outcome and process metrics that will indicate the project success and include balancing measures to ensure the project doesn't negatively affect other metrics. <b>These should relate to the actions noted above in the implementation plan. Identify measures that are anticipated to change monthly.]</b></i>			<b>6. Engagement</b> (How is this plan informed by the lens of Student First? How will children, parents, and stakeholders, etc., be engaged in this work?) <i>[Name any target groups required for success.]</i>			
Enhance student learning and engagement through instructional resources directed to the classroom as a result of efficiencies / savings implemented	Increased financial savings (sub costs, mileage, PD, supplies, postage, etc.)			Cost savings returned to the classroom and identified during annual budgets			