

Director General Minor Project Oversight Committee

Mandate:

The Director General Project Oversight Committee supports the Major Projects and Investments Board (MPIB) by providing oversight of projects approved on ESDC's Investment Plan that are less than \$1M¹ (including Employee Benefit Plans [EBP] and taxes) and small "IT enhancements" projects. The committee provides quarterly reports to MPIB on the status of the portfolio. It has a mandate to support rigorous and transparent project planning, project management, and investment decisions by:

- providing timely, objective oversight of all minor and small "IT enhancements" projects being conducted across the portfolio and gate approval as projects pass through the ESDC Project Portfolio Management Process (see Annex B, which explains the process for minor and small project);
- playing a key role in the context of the annual Departmental priority and business planning process by supporting MPIB in the development of a multi-year portfolio Investment Plan and the establishment of annual investment priorities; and
- supporting capacity-building across the portfolio with respect to the planning and management of minor and small "IT enhancements" projects.

Decision Making Authority:

The DG Minor Project Oversight Committee (DG-MPOC) is responsible for approving investment proposals that meet the small "IT enhancements" criteria. The DG-MPOC is also responsible, with support from the Sponsor ADM, to review and approve Projects on the Investment Plan that are less than \$1million² at key decision points (i.e. Minor Project Gate reviews, Change Requests, etc.). DG-MPOC provides project leads with feedback and recommendations. In special circumstances and upon approval of the governance committee, process exceptions may be granted (i.e. legislative projects with time constraints). At the discretion of the committee, any matter may be brought before MPIB for resolution.

At any time, MPIB may decide to delegate oversight of major projects with low risks and complexity (i.e. Project Complexity and Risks Assessment at Level 1) to the DG-MPOC. MPIB may also decide to provide oversight on any minor (less than \$1 million) projects that have a higher level of risk and complexity.

Sub-Committees:

None

Frequency of Meetings:

Regular meetings are held one to two times per month, as required.

¹ Note that stage 1 costs are excluded from the total project costs. These costs are incurred before a project is formally approved (Gate 1).

² Includes Employee Benefit Plans (EBP) and taxes

Administration:Membership

See Annex A for a complete list of members.

Attendance

Members must designate a permanent replacement for the committee and inform the DG-MPOC secretariat when their respective designate replacement will be participating at a meeting. It is expected that use of a designate will be kept to a minimum.

Secretariat Support

Investment, Procurement and Project Management, Chief Financial Officer Branch will serve as the Secretariat and fulfill the following: establish and finalize the agenda; maintain a forward agenda and action log; and prepare records of decision.

DG Project Oversight Committee List of Members

Co-chairs

- Director General, Investment, Procurement and Project Management, Chief Financial Officer Branch
- Director General, Corporate Planning and Accountability, Strategic and Service Policy Branch

Members

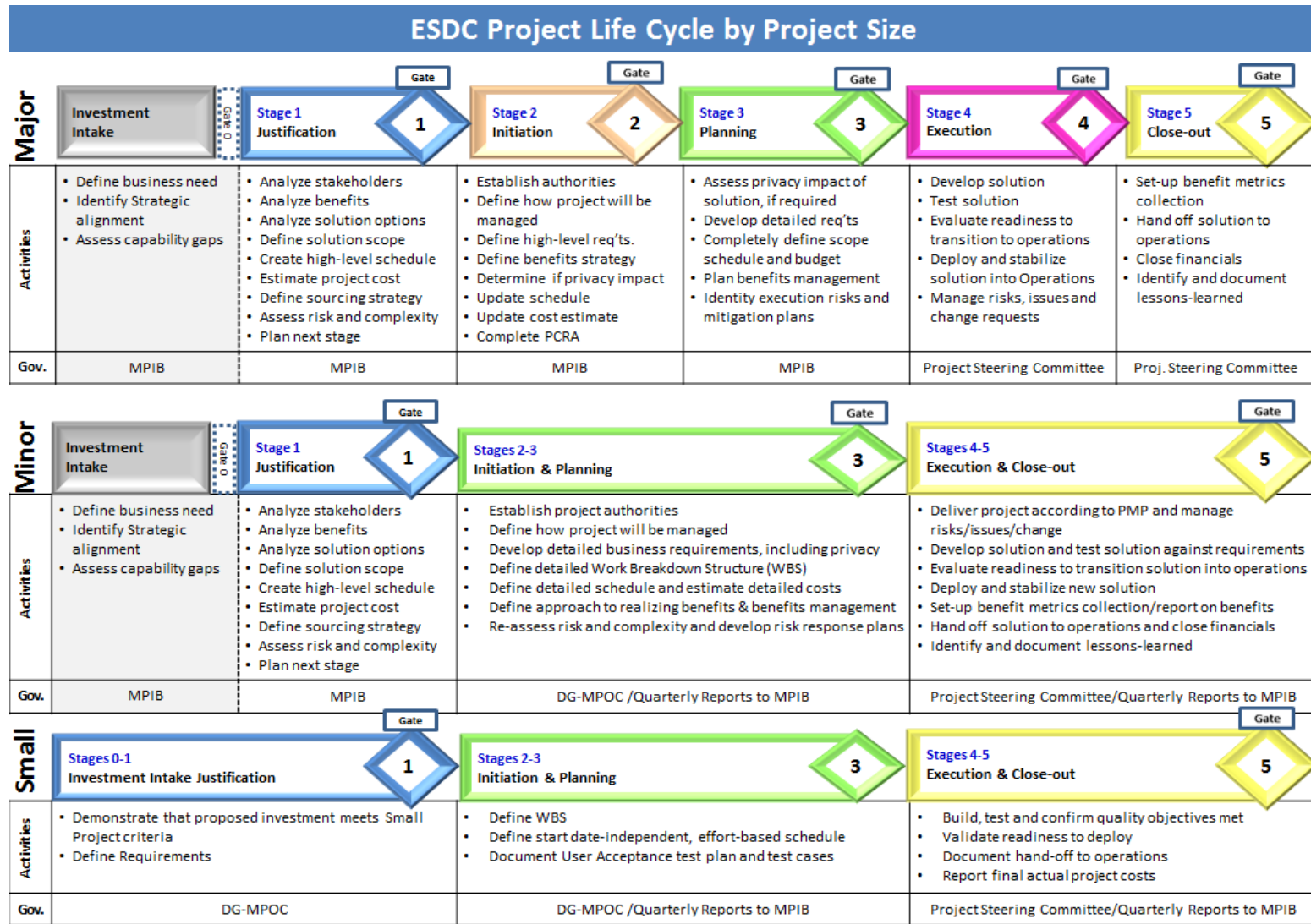
- Director General, Business Relationship Management, Innovation, Information and Technology Branch
- Director General, Service Policy and Strategy, Strategic and Service Policy Branch
- Senior Director, Financial Management Services - Enabling Branch, Chief Financial Officer Branch
- Director General, Strategic Directions, Processing and Payment Services Branch
- Director General, Strategic Directions, Citizen Service Branch
- Director General, Strategic Directions, Program Operations Branch
- Director General, Strategic Directions, Integrity Services Branch
- Director General, Workplace Partnerships, Skills and Employment Branch
- Director General, Client Service Operations and Solution Development, Innovation, Information and Technology Branch
- Director General, Strategic Integration and Governance, Labour

Observers*

- Manager, Governance and Performance Management, Investment, Procurement and Project Management, Chief Financial Officer Branch
- Director, Business Relationship Management, Innovation, Information and Technology Branch

** The list of Observers is subject to adjustment based on the topic of discussion.*

ESDC Project Portfolio Management Process³



³ In special circumstances and upon approval of the governance committee, process exceptions may be granted (i.e. legislative projects with time constraints).