

**Management Response and Action Plan**  
*Audit of IT Planning*  
 June 2014

**Management Response and Action Plan**

Recommendations	Planned Management Actions	Deliverables	Proposed/Approved Completion Date	Accountability/Responsibility
<p><b>Recommendation 1</b>  <i>It is recommended that Assistant Deputy Minister, Corporate Services Branch, in collaboration with the Chief Financial Officer, Chief Financial Officer Branch, Health Canada, and the Assistant Deputy Minister, Strategic Policy, Planning and International Affairs Branch, Public Health Agency of Canada, ensure that the roles and responsibilities associated with the IT planning process are clearly defined and communicated.</i></p>	Management agrees with the recommendation.			
	<p>1.1 CSB will define the IT planning roles and responsibilities within HC and Agency, in consultation with appropriate departmental planning organizations and other key internal stakeholders.</p>	<p>Roles and Responsibilities chart for IT planning process (HC and the Agency).</p>	<p>May 2015</p>	<p>CSB – CIO/Director General, Information Management Services Directorate</p>
	<p>1.2 CSB will define a governance framework for approving the IT planning process and the IT Plan within HC and the Agency, in consultation with appropriate departmental planning organizations and other key internal stakeholders.</p>	<p>Governance framework for IT planning process and the IT Plan for HC.</p> <p>Governance framework for IT planning process and the IT Plan for the Agency.</p>	<p>May 2015</p> <p>May 2015</p>	<p>CSB – CIO/Director General, Information Management Services Directorate</p>

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	1.3 Roles and responsibilities will be incorporated into IT planning processes and communicated to parties via the communication processes outlined in Recommendation 2.	Communications Plan.	September 2015	CSB – CIO/Director General, Information Management Services Directorate
<p><b>Recommendation 2</b></p> <p><i>It is recommended that the Assistant Deputy Minister, Corporate Services Branch, in collaboration with the Chief Financial Officer, Chief Financial Officer Branch, Health Canada, and the Assistant Deputy Minister, Strategic Policy, Planning and International Affairs Branch, Public Health Agency of Canada, develop an IT planning process that is fully integrated with the operational and investment planning processes of both the Department and the Agency.</i></p>	Management agrees with the recommendation.			
	2.1 CSB will develop an interim IT planning process integrated into each of HC's and the Agency's operational and investment planning processes for the 2015-16 planning cycle. It will be based on current processes and governance, and provide clear roles and responsibilities.	Documented interim IT planning process for HC.  Documented interim IT planning process for Agency.	September 2014  September 2014	CSB – CIO/Director General, Information Management Services Directorate

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	2.2 CSB will develop an IT planning process that is integrated into each of HC's and Agency operational and investment planning processes. The processes will take into account the different planning frameworks in the two organizations and will take into consideration lessons learned from the 2015-16 planning exercise, internal audits such as the audits of Project Management and Operational Planning, and IT drivers.	<p>Documented draft IT planning process for HC, ready for wide review.</p> <p>Documented IT planning process for HC, ready for approvals based on governance framework.</p> <p>Documented draft IT planning process for the Agency, ready for wide review.</p> <p>Documented IT planning process for the Agency, ready for approvals based on governance framework.</p>	<p>May 2015</p> <p>July 2015</p> <p>May 2015</p> <p>July 2015</p>	CSB – CIO/Director General, Information Management Services Directorate
	2.3 CSB will communicate the process to all relevant stakeholders, including corporate planning areas and branch planners.	Communications Plan.	September 2015	CSB – CIO/Director General, Information Management Services Directorate

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<p><b>Recommendation 3</b></p> <p><i>It is recommended that Assistant Deputy Minister, Corporate Services Branch, produce IT Plans for both the Department and the Agency, in accordance with the TBS Directive on Management of IT and the Guide to the preparation of the 2014-15 Departmental IT Plan, which includes the identification of risks and the development of appropriate performance measures.</i></p>	<p>Management agrees with the recommendation.</p>			
	<p>3.1 CSB will produce a HC IT Plan, in accordance with the TBS Directive on Management of IT and the planning guide, which includes the identification of risks and appropriate performance measures.</p> <p>3.2 CSB will seek branch feedback and approval on contextual and financial information.</p>	<p>HC IT Plan.</p>	<p>July 2014</p>	<p>CSB – CIO/Director General, Information Management Services Directorate</p>

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	<p>3.3 CSB will produce an Agency IT Plan in accordance with the TBS <i>Directive on Management of IT</i> and the planning guide, which includes the identification of risks and appropriate performance measures.</p> <p>3.4 CSB will seek branch feedback and approval on contextual and financial information.</p>	Agency IT Plan.	July 2014	CSB – CIO/Director General, Information Management Services Directorate

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	<p>Although IT Plans are being produced in 2014-15, they are developed using a new template provided by TBS. Lessons learned will impact next year's plans.</p> <p>3.5 CSB will produce a HC 2015-18 IT Plan in accordance with the TBS <i>Directive on Management of IT</i> and the guidance provided.</p> <p>3.6 CSB will seek approvals based on the governance framework developed in action item 1.2.</p>	<p>HC IT Plan.</p>	<p>As per TBS 2015 deadline</p>	<p>CSB –                      CIO/Director General,                      Information Management Services Directorate</p>

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	<p>Although IT Plans are being produced in 2014-15, they are developed using a new template provided by TBS. Lessons learned will impact next year's plans.</p> <p>3.7 CSB will produce an Agency 2015-18 IT Plan in accordance with the <i>TBS Directive on Management of IT</i> and the guidance provided.</p> <p>3.8 CSB will seek approvals based on the governance framework developed in action item 1.2.</p>	Agency IT Plan.	As per TBS 2015 deadline	CSB – CIO/Director General, Information Management Services Directorate