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Town of Aurora
Memorandum
Corporate Services

Re: Memo-Capital Project Portfolio Update
To: Finance Advisory Committee (FAC)
From: Project Management Office, Corporate Services
Date: April 9, 2024

Recommendation

1. That the memorandum regarding the Town's Capital Project Portfolio Update be received for information.

Background

At the September 2023 Financial Advisory Committee (FAC) meeting, the Town's Project Management Office (PMO) presented a proposed approach to monitor the Town's project portfolio. Subsequently, significant progress has been achieved in operationalizing this approach:

Development of Processes:

- The PMO has established a process for actively monitoring project progress.
- A structured data collection process has been implemented, ensuring regular updates on project statuses.
- Data driving the calculations needed for successful implementation of EVM continues to be refined.

Draft Dashboard:

- A preliminary dashboard has been developed to visualize key project metrics and performance indicators. (Exhibit 1 – Draft EVM Dashboard)
- The Dashboard will be brought to the corporate management team for review/refinement at an upcoming monthly meeting.

Current Challenge

One notable challenge encountered in the deployment of reporting mechanisms pertains to overall familiarity with the earned value management (EVM) approach. Recognizing this as a new concept to the corporation, the PMO is proactively taking steps to address this risk factor including additional support and coaching, demonstration of value and ongoing support and guidance.

Conclusion

The Project Management Office is committed to fostering a data-driven culture and continuous improvement. Despite current challenges, we're dedicated to overcoming them through streamlined processes, training, and integrating earned value management practices. By prioritizing efficiency and accountability, we aim to empower management with insights for informed decision-making. Through ongoing refinement, we're confident in achieving positive outcomes aligned with the Town's strategic objectives.