

## 2020 WORKPLAN

<b>Project Title:</b>	1. Integrated Software for Auditing
<b>Project Goal/Expectation:</b>	<p>The current software we have available for auditors to use is built on an old platform that almost dissolved this last year when making the last set of changes to be aligned with new legislated changes.</p> <p>Energy Safety Canada will be embarking on a software project in 2020 to vet a software vendor, purchase the software and build to our specifications in 2020 and then implement in 2021. The software chosen will have the ability to make any future changes with ease and efficiency.</p> <p>\$5,352 of the cost of the project we would like to use WSBC funding to support in 2020 for the purchase and build.</p>

### OUTCOME #1 WORKPLAN

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Vet possible software vendors and use the <a href="#">Kepner Tregoe (KT)</a> analysis method to determine best choice	<p>Determine who will facilitate the KT session.</p> <p>Conduct the prep work required to identify the criteria for the KT analysis</p>	n/a	6 weeks: January 1 - April 15	ESC IT Depart ESC COR Team	Choice of vendor is made and criteria	ESC Contractor Management Process
Determine business process flows & build	Work with Vendor to outline business flows	\$3,352	May - Sept	Vendor ESC IT Depart ESC COR Team	Ongoing touch points with Vendor	Project Management process
Testing & adjustments	Testing	\$2,000	Sept - Dec	Vendor ESC IT Depart ESC COR Team	Product delivered for testing	Project Management process

**OUTCOME #1 WORKPLAN Measurement (Evaluation)**

<b>Outcome Indicators</b>	<b>Data Collection</b>	<b>Time Lines</b>	<b>Evaluation Results</b>
<p>Software product delivered within outlined requirements.</p> <p>Efficiencies over previous software program are seen in testing environment</p> <p>External testers (auditors) communicate overall satisfaction with product</p> <p>Product will be able to withstand future changes to protocol with ease.</p>	<p>Criteria checklist met</p> <p>Testers (auditors) overall provide positive feedback</p>	<p>June - November</p>	<p>100% of software product delivered within the outlined requirements and satisfaction.</p>

<b>Project Title:</b>	2. Provide 4 recorded presentations or videos
<b>Project Goal/ Expectation:</b>	Rebrand existing videos on critical audit topics and refresh content. Assess and Develop new material for animated presentations or videos.

### OUTCOME #1 WORKPLAN

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Develop/Revise material	Review existing content of animated videos (i.e. Formal Hazard assessments) and determine updates.  Determine new material to be developed	\$3,000	6 weeks: April 1 - May 15	ESC Project Lead  Vendor	Revised and new information is ready to be communicated	ESC Project management Process
Review draft animated videos/presentations	Receive draft products from vendor for review		6 weeks: May 15 - June 30	ESC Project Lead & Project Team	Revisions identified and completed	ESC Project management process
Develop and Implement a communication plan to targeted Stakeholders	Plan developed and resources applied to implement		Over 6 months: July - Dec	ESC Project Lead  Communications	Animated videos/presentations communicated	ESC Project management Process  Follow-up Surveys

### OUTCOME #1 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
Key topic areas are explained in a more modern platform	80% improved understanding of key topic areas	July - Dec	100% of expectation (4 animated videos/presentations completed) was achieved.

<b>Project Title:</b>	3. Quality Assurance (Employer and Auditor)
<b>Project Goal/Expectation:</b>	<ul style="list-style-type: none"> <li>a. Conduct WIVA audits, as assigned by WSBC</li> <li>b. Conduct On-site Audit Reviews (OSAR)s</li> <li>c. Communicate results and follow-up through the Auditor Performance Management program if required.</li> </ul>

### OUTCOME #3 WORKPLAN

Activity	Inputs	Budget	Time Frame	Responsible	Anticipated Outputs	Progress Reporting
Plan necessary OSARs as per developed procedure.	Review audits conducted in BC and select those to OSAR based on procedure.		January - October	Courtney	A schedule of OSARs to conduct in 2020 within BC.	Schedule updates tracking progress made.
Plan WIVAs as requested by WSBC.	Receive list of employers from WSBC and plan WIVA audits.		January - October	Courtney	A schedule of WIVAs to complete in 2020.	<p>Final report for WSBC to be submitted with annual funding.</p> <p>Will notify WSBC of any major deficiencies.</p>
Conduct OSARs and WIVAs.	Conduct OSARs and WIVAs as scheduled.	\$30,000	April - December	Energy Safety Canada team and Contracted External Auditors	Data of findings to develop into a report of findings.	<p>Final report for WSBC to be submitted with annual funding.</p> <p>Will notify WSBC of any major deficiencies.</p>
Develop reports and share findings, as required.	Report findings are summarized in a report for the specific WIVA and		April - December	Energy Safety Canada team and Contracted External Auditors		Final report for WSBC to be submitted with annual funding.

	OSAR completed.					
Follow-up with employer and auditors, if required.	Findings summary report analyzed.		April - December	Courtney	Performance management program implemented for major deficiencies and employer assistance.	Final report for WSBC to be submitted with annual funding.

### OUTCOME #3 WORKPLAN Measurement (Evaluation)

Outcome Indicators	Data Collection	Time Lines	Evaluation Results
Auditors received in-depth feedback on their on-site audit activities.	OSAR and WIVA audit results.	April - December	Auditor re-training or disciplinary action required based on results of conducting 100% of scheduled OSARs and WIVAs.
Employers receive feedback on their past audit findings and additional information as requested by WSBC.	OSAR and WIVA audit results.	April - December	Employer engagement to address deficiencies identified based on results of conducting 100% of scheduled OSARs and WIVAs.
Energy Safety Canada receives quality assurance data from on-site audit reviews and WIVA to assess auditors' performance.	OSAR and WIVA audit results.	April - December	Based on results of conducting 100% of scheduled OSARs and WIVAs, Energy Safety Canada can develop workplan for workshops for the following year.

Approval of 2020 Workplan

Approved by Association Board Chair:  
(signature)

A handwritten signature in black ink, appearing to be "John Rhine", written above a horizontal line.

John Rhine (name)

Date Approved:

Sept 17, 2019