

**ACTION PLAN IMPLEMENTATION STATUS UPDATE  
REPORT TO THE AUDIT COMMITTEE  
AS OF MARCH 31, 2014**

Northern Affairs Organization			
<i>Audit of Project Management of the Canadian High Arctic Research Station (CHARS)</i>			
<i>APPROVAL DATE: 2014-02-06</i>			
PROJECT RECOMMENDATIONS	ACTION PLAN	EXPECTED COMPLETION DATE	PROGRAM RESPONSE
<p>1. The Assistant Deputy Minister of the Northern Affairs Organization should formalize the governance structure over the CHARS infrastructure project from the design-build phase, up to but not including the start of the operation phase, by ensuring that Terms of Reference, roles and responsibilities, and records of decisions are documented for key governance and oversight committees.</p>	<p>Terms of Reference and documentation processes for key governance and oversight committees will be formalized.</p>	<p>February 2014</p>	<p><b>Status:</b> Request to Close (Completed)</p> <p><b>Update/Rationale:</b> <b>As of 31/03/2014:</b></p> <p>Terms of Reference for the Senior Project Advisory Committee, the Oversight Committee, and the Directors Committee have been updated as required. They have been placed in the CHARS Collaboration project folder along with minutes, agendas, and other associated documentation in order to improve accessibility and information retention.</p> <p>The Oversight Committee Terms of Reference has been updated and will be tabled at the next committee meeting for approval.</p> <p>The Project Charter and Project Management Plan have been updated to include the current governance structure and have been signed by the appropriate authorities at PWGSC and AANDC.</p> <p><b>AES: Implemented. The recommendation will be closed.</b></p>
<p>2. The Assistant Deputy Minister of the Northern Affairs Organization should develop a plan to address the evolving governance structure of the CHARS infrastructure project as it moves</p>	<p>A plan to address the evolving governance structure will be developed.</p>	<p>March 31, 2014</p>	<p><b>Status:</b> Request to Close (Completed)</p> <p><b>Update/Rationale:</b> <b>As of 31/03/2014:</b></p> <p>The Project Charter and Project Management Plan</p>

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through to the design-build phase of the project reflect the changing needs for governance, up to but not including the start of the operation phase.			<p>have been updated to include the current governance structure. They will be revisited in advance of the start of construction to ensure they reflect the required governance structure.</p> <p>The Terms of Reference for the Oversight Committee have been updated to include governance as a standing item and will be submitted for approval at the next committee meeting. The governance structure will be revisited quarterly at Oversight Committee meetings to address evolving governance needs as the project moves into construction and commissioning.</p> <p><b>AES: Implemented. The recommendation will be closed.</b></p>
3. The Assistant Deputy Minister of the Northern Affairs Organization should implement the integrated Risk Management Plan as soon as practicable, and maintain commitment to the risk management processes outlined therein.	The project Risk Management Plan, Risk Register template, and Executive Summary Risk Dashboard have been developed, and will be used in ongoing project governance and management practices. The Risk Management / Quality Assurance analyst role will be filled by a member of the CHARs team to lead the implementation and ongoing management of the Integrated Risk Management Plan.	March 31, 2014	<p><b>Status:</b> Request to Close (Completed)</p> <p><b>Update/Rationale:</b> <b>As of 31/03/2014:</b></p> <p>The CHARs Integrated Risk Management Plan was approved by the ADM, NAO on March 14, 2014. It is being implemented by the CHARs Project Office and will continue to inform ongoing project governance and management practices. The CHARs Office of Risk Management has been assigned to a senior engineer on the team.</p> <p><b>AES: Implemented. The recommendation will be closed.</b></p>