



BCTS Contract Management Knowledge Strategy

Implementation Plan for 2006/07 & 2007/08

In 2006/07 the TSLT endorsed the BCTS Contract Management Knowledge Strategy. The Strategy contains a number of recommendations that BCTS should implement in order to develop and maintain appropriate levels of knowledge and competencies in contract management. The following action plan for implementation of those recommendations is presented here for approval of the TSLT.

CEWG – Contract Efficiencies Working Group
CIA – Corporate Initiatives Analyst HQ
SMCO – Senior Manager Corporate Operations
MPP – Manager, People Practices

1. Ensure all BCTS staff have a basic level knowledge of contract administration and management.

		Target Completion	Responsibility
1	All CEWG members to complete PCMP 110 (or equivalent)	March 31, 2007	CEWG
2	All BCTS contract staff to complete PCMP 110 (or equivalent)	Sept. 30, 2007	Immediate Supervisors
3	New BCTS staff to complete PCMP 110 within 3 months of hiring	Immediately & ongoing	Immediate Supervisors

2. Initiate the development of expert level knowledge within BCTS

	Contract Management Champions	Target Completion	Responsibility
1	Build role description for champions	Feb. 28, 2007	CEWG/CIA
2	Select champions & provide names to Brian Wesleyson	Feb 28, 2007	TSMs
3	Champions/CEWG to hold meeting to establish CoP and develop Community Charter, goals, objectives, develop curriculum for expert level knowledge	June 7-8, 2007 Tentative Date for meeting	Champions CIA
4	BCTS to obtain PCMP 201, 202, and 203 courses for champions	Sept 30, 2007	SMCO/CIA
5	Contract champions to complete PCMP 201, 202 and 203	Sept 30, 2007	Champions



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3. Initiate the development of working level knowledge within BCTS

	Working Level Knowledge	Target Completion	Responsibility
1	Clarify courses/competencies for Working Knowledge Level	Mar 31, 2007	CEWG/CIA
2	Determine BCTS positions requiring Working Level Knowledge	Mar 31, 2007	CEWG/CIA
3	Match position levels, core competency requirements by position to PCMP courses	Mar 31, 2007	CEWG/CIA
4	Develop curriculum for working level knowledge	Apr 30, 2007	CEWG/CIA
5	Implement strategy to ensure all BCTS staff requiring working level knowledge have access to appropriate PCMP courses and/or other training	Apr 30, 2007	CIA, SMCO, CEWG and MPP
6	Develop an Applied Contract Administration Course for Resource Clerks	June 30, 2007	CIA/RCs
7	BCTS staff designated as requiring working level knowledge to complete required curriculum	TBD based on implementation strategy	Immediate Supervisors
8	BCTS Directors and Managers to complete 400 series level PCMP courses	December 2008	Directors & Managers

4. Contract Management Knowledge Strategy Oversight and Maintenance

		Target Completion	Responsibility
1	<p>Communicate appropriate information and documentation on the Contract Management Knowledge Strategy to BCTS staff.</p> <ul style="list-style-type: none"> Contract Management Knowledge Strategy Knowledge Strategy Action Plan Announce BCTS Contract Management Champions Matrix matching position levels, core competency requirements by position to PCMP courses Curriculum for working level knowledge Strategy for working level knowledge learning 	<p>On going as required</p> <p>Done</p> <p>Done</p> <p>Feb 28, 2007</p> <p>Apr 30, 2007</p> <p>April 30, 2007</p> <p>April 30, 2007</p>	CEWG/CIA

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2	All staff to incorporate appropriate level contract learning requirements into their EPDPs	Sept 30, 2007	Immediate Supervisors All staff
3	Integrate Contract Management Knowledge Strategy into BCTS Contract Management Framework	Sept 30, 2007	CIA
4	Develop reporting processes to monitor strategy progress	Mar 31, 2007	CIA
5	Review year 1 progress	January 2008	CEWG
6	Monitor implementation of the Contracting Framework and modify the Knowledge Strategy as appropriate	Ongoing	CEWG

The CEWG requests that:

- a) Overall performance against the Implementation Plan be periodically reviewed by the TSLT
- b) Annually, each Business Area's success against individual action steps be shared with the CEWG so the Strategy's objective of knowledge improvement at a reasonable price can be properly assessed and action steps modified if necessary.