



Community Grant Application: Portland Strategic Planning for 2020

Title: Strategies for 2020 and Beyond

Intended Use of Funds

Background

Following the Portland Community Visioning exercise it is time to proceed with planning initiatives for the coming years: 2020 and Beyond in support of the Rideau Lakes Township Strategic Plan. The Portland planning activity is a continuation of the effort which began in 2016 identified as Portland 2018 and Beyond, aligned with the Rideau Lakes Township Strategic Planning Framework, including the Budget spreadsheet. The Portland Improvement Committee (PIC) has been formally established with open and publicly elected Board of Directors, Terms of Reference, website and Bank Account established in August and September 2019. The methodology, implemented in 2016, is widely known and internationally accepted as Balanced Scorecard (BSC), will continue as the database planning tool.

Objectives

The objective of this grant application is to enable the Portland Improvement Committee to:

1. Update the BSC database to reflect the additional inputs received in the Visioning Exercise;
2. Transform the existing BSC database application from a single user application to a multi-user application integrated in the PIC WordPress website;
3. Import/Integrate the RLT Budget spreadsheet in the BSC database;
4. Implement publicly accessible information reports that conform with RLT planning guidelines;
5. Integrate planning, policy and relevant case history reference documents.

The end result of this work is a collaborative strategic planning suite of integrated capabilities to enable effective consultation across the full scope of performance-based planning activities with complete visibility so that options can be evaluated and informed recommendations proposed for budget consideration/approval. The BSC planning capability is an integral part of the Portland Community Website which is now managed by the Portland Improvement Committee in support of the Historical Society, Community Hall, and Beautification Committee.

A demonstration of the existing single user BSC application is available on request.

The schedule of activities will be completed in time for integration with RLT Strategic Plan and Budget input before 15 Oct 2020.

Project Plan, Sources and Application of Funds

The following tasks described in the table below define the activities required to implement an on-line Strategic Planning capability to contribute to a collaborative process in support of the Rideau Lakes Township Strategic Plan for 2020 and Beyond. It will transform the existing single user BSC application to a multi-user public participation capability within the Portland Community website (www.portlandontario.com), enabling a much broader and informative opportunity for community participation in planning for our future.



Portland Improvement Committee

Planning for our Future



No	Task Description	Expense	Source of Funds
1	Update BSC database from Visioning Exercise (Task Note 1)		CLCA Volunteer time
2.1	Import BSC database files into PIC WordPress website, using WPXML/Excel import utilities, one time license fee (Task Note 2)	\$675.00	Grant funding, \$675.00
2.2	Write/test code to interact with XML/Excel files – data editing functions, report generation functions		CLCA volunteer time
3.1	Write code to import Excel RLT budget into XML file PIC WordPress website – data editing, report generation functions		CLCA volunteer time
3.2	Code input output form pages, PHP		CLCA Volunteer time
4	Import segments of planning guidelines/policy docs – requirements references		Volunteer time
5	Import planning, case history reference documents		Volunteer time
6	System editing and report generation test and validation, update User Documentation.		Volunteer time
7	Team training and evaluation, corrections as required		Promo expenses, Volunteer time
8	Configure demonstration and training multiuser BSC environment		CLCA volunteer time
8	RLT assessment demonstration and evaluation and final report		Volunteer time

Task Notes

1. Requires Altova, Enterprise development environment, provided by C&L Cochran Associates at no charge. Annual license fee, \$1,800. Also requires Web hosting for WordPress environment with multiple plugins, annual cost approx. \$450, previously shared by community Hall, PIC, Historical Society, Beautification, at no charge to the project)
2. Requires purchase of WordPress plugin utilities to upgrade the website functionality and to enable integration of XML database files, Excel spreadsheet files and to produce report documents. Licenses, one-time expense \$675.00