



CityLAB Project Agreement Fall/Winter 2023	
<p>The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project. CityLAB can help you and your partner complete this document, feel free to reach out for help! Email us at citylab@hamilton.ca</p>	
<p>*COVID-19* As you plan for your project, please consider how it can be adapted to adhere to physical distancing regulations if needed. Taking some time to think through contingency plans with your partner will help ensure a successful and meaningful project, no matter the circumstances.</p>	
Project Title:	Budgeting and Reporting Software Analysis
<p>Is this project continuing from a previous CityLAB project?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, what was the project title:</p>	
City staff details	City staff name: Maja Walters
Instructor and student details	Instructor name: Sanjay Dehbar Course name: BUSADMIN BL723A:Strategic Integration Project Number of students: 6 Student names (if known):
Project Description (what is the problem you are trying to solve and what is the context?) If applicable, use the original challenge description found on www.citylabhamilton.com/challenges . Please make any changes as needed or simply leave as is.	The City of Hamilton Finance Department Organizational Structure Review project is initiated to assess and enhance the current organizational structure of the finance department within our organization. The primary goal is to improve efficiency and effectiveness, while continuing to provide excellent customer services to our program areas.
Challenge summary (summarize the challenge in plain language)	Project Objectives The key objectives of this project are as follows:

<p>If applicable, use the original challenge summary found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.</p>	<p>Assessment: Conduct a comprehensive analysis of the existing finance department organizational structure, roles, responsibilities, and reporting lines.</p> <p>Identification of Gaps: Identify any gaps, redundancies, or areas of improvement in the current structure.</p> <p>Research Industry Best Practices: Identify how other similar size municipalities and/or large private sector organizations are organized and compare contrast/against the City of Hamilton structure. Research publications that may give indication to best practice and efficiency.</p> <p>Recommendations: Develop and present recommendations for an optimized organizational structure.</p> <p>Change Plan: Create a change management plan to facilitate the smooth transition to the new organizational structure.</p> <p>Stakeholder Engagement (to be done by City Staff, not MBA Students): Engage with key stakeholders, including finance department employees, program areas and leadership, to gather input and ensure their support for proposed changes.</p>
<p>In Scope (from original project description)</p> <p>Clarify the particular elements that you will be taking on in this project.</p>	<p>Review of the current finance department organizational structure, including job roles, reporting lines, and department functions.</p> <p>Analysis of job descriptions and responsibilities for key finance positions.</p>



	<p>Assessment of the impact of the proposed changes on existing workflows and processes.</p> <p>Development of a new organizational structure and job roles, with clear reporting relationships.</p> <p>Creation of a change management plan that outlines the steps, communication, and training needed for a smooth transition to the new structure.</p>	
<p>Out of Scope (optional)</p> <p>Clarify particular elements from original project description that this project won't take on.</p>		
<p>Background Research (what research will be required to pursue the challenge?)</p>	<p>City Lab project references: Comparison to similar sized municipalities; private corporations; industry/HR publications which refer to best practices of corporate org structures</p>	
<p>Communication with Staff</p>	<p>Communication: Student representative to communicate with staff</p>	
<p>Project Deliverables, Timelines, and Strategic Priorities</p> <p>For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.</p>	<p>Alignment with City of Hamilton Strategic Priorities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community Engagement and Participation <input checked="" type="checkbox"/> Economic Prosperity and Growth <input type="checkbox"/> Healthy and Safe Communities <input type="checkbox"/> Clean and Green <input checked="" type="checkbox"/> Built Environment and Infrastructure <input type="checkbox"/> Culture and Diversity <input checked="" type="checkbox"/> Our People and Performance 	
<p>Meetings and Draft Work</p>	<p>Notes</p>	<p>Date</p>
<p>Class visit #1</p>		<p>TBD</p>
<p>Class visit #2</p>		<p>TBD</p>



Final Deliverables	Presentation in-person at DeGroot	July 2024
Business Case		
Where will the work go and what will it be used for:		