**Project Charter**

**Version Issue Date**

Version 4.0 – September 9, 2020

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| Return to Work Application Project | | |
| Project ID: | Branch: Assets, Real Property and Security Directorate (ARPSD) | Date: 09-9-2020 |
|  |  | Author: Robin Coates |

# Project Summary

As the COVID-19 situation appears to be winding down and economies are reopening, ECCC must plan for the return of its workforce to the workplace. All ECCC management have a duty to ensure the employees’ safety at work. A tool is required to manage a safe, phased return to ECCC offices with the primary considerations of the safety of employees and contact tracing while in ECCC buildings.

As such, an online web application is to be developed In order to accommodate a safe return to work, support employees and managers across the country, and help ensure security in our buildings. This application will allow employees returning to the office the ability to attest, on a daily basis, that they are without COVID 19 symptoms while tracking and allowing only a pre-defined limited building capacity. The application will also offer contact tracing in the event of an employee falling ill with COVID 19 after visiting an ECCC building. ECCC staff will be able to book, one at a time, working days at building occupied by ECCC employees and each building will have a limited capacity that will be based on a formula (examples: layout, square footage and physical distancing capabilities).

This application will provide a simplified solution with guidance for the managers and employees on how to book their office spot and allow safe and monitored return to the office.

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# Objectives

## Objectives & Expected Benefits

1. To provide ECCC staff the ability to return to work in a safe and organized manner that falls within the government guidelines.
2. To monitor and manage floor capacity at buildings occupied by ECCC staff. This will ensure appropriate social distancing and other covid-19 safety protocols are followed.
3. Ensure personnel accessing ECCC buildings are free of symptoms of COVID 19 to minimize transmission to others.
4. Obtain employee attestations on a daily basis that they are free of symptoms of COVID 19. This will allow consistent approach to monitoring employee health.
5. An online web application will provide a fast, simplified automated solution with functionality to allow managers and employees to quickly and safely return to the office.
6. This application is expected and intended to reduce the burden on the both employees and managers regarding building access, use and the tracking of such.

# Project Scope

**In Scope**

1. Acquisition of the Department of Justices’ (DOJ) application
2. In Scope Tool functionality: Configuration and development of the DOJ Application mapped to ECCC requirements that include:

* Ability to allocate and enforce capacity limitations per building and per floor/section​
* Allow booking of time slots by employees to access buildings occupied by ECCC​
* Allow managers to see all employees that are booked for access to a building by date/time​
* Obtain an attestation from employees they will abide by COVID-19 health and safety procedures before granting access to buildings​

1. Installation of the configured application into production
2. Training to selected staff (if required)
3. Communications Plan
4. Roll Out Plan

**Out of Scope**

1. Integration into any third party software
2. Training of all staff (if training is required, it will be a train the trainer model)
3. Out of scope Tool functionality:

* Scheduling multiple dates (i.e. Employee can only request access for one day at a time)​
* Reserving workstations or cubicles (capacity capped by floor instead)​
* Not having workstation-level control means protocols and procedures are needed to guide staff (and managers) to address situations such as finding they are all in one corner of the floor​
* Scheduling common area use (elevators, cafeterias, kitchenettes)​
* Employee, contractor and visitor movement within the facilities​
* Enforcement (honour bound, not to be strictly enforced)​
* Auditing or reconciliation with commissionaires logs / building access system​

1. Subsequent phases of the Return to the Workplace are out of scope at this time​

*NOTE: Requirements and options for subsequent phases will be examined once the tool is in place for Phase 1​*

## Project Assumptions

## It is assumed that the funding and resources will be available as and when needed.

1. It is assumed that executive decisions will be made in a manner that respects the criticality and time constraints of this project.

## Project Constraints

1. The project is constrained by the project timeline. The system is anticipated to be delivered for Proof of Concept (POC) in mid-October 2020 and into production by the end of October 2020.

**Critical path**



**NOTE: The detailed Schedule is in Appendix B**

# Project Costs Estimate and Sources of Funding

## Project Cost Estimate – Indicative



|  |  |
| --- | --- |
| **Ongoing Costs** | |
| **Yr 2** | **Yr 3** |
| **$868** | **$868** |
| **$2,037** | **$2,037** |
| **$2,905** | **$2,905** |

## Sources of Funds

A-Base-Salary FTE

B-Base – Pro Services, Licenses

NOTE: Detailed budget in Appendix A

**Project Risks**



# Project Governance

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# Authorization

The following individual by their signature are authorizing the start of the execution and deployment phase of this project:

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| --- | --- | --- |
|  |  |  |
| Robin Coates  Project Manager |  | Date |
|  |  |  |
| Melanie Peris  Project Sponsor |  | Date |

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Nancy Tremblay Date

Business Owner

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Ian Walker Date

IM/IT Manager

# Document Revision History

| Revision Number | Date of Change | Summary of Changes | Author |
| --- | --- | --- | --- |
| 1 | August 13, 2020 | Original Document | Robin Coates |
| 2 | August 18, 2020 | Update with budget, risks | Robin Coates |
| 3 | September 1, 2020 | Updated budget and critical path | Robin Coates |
| 4 | September 9, 2020 | Updated budget | Robin Coates |

**Appendix A**

**Detailed Budget**



**Appendix B**

**Detailed Schedule**