

Employee Retention Project Charter

Salifort Motors seeks to improve employee retention.

Phase	Milestones	Deliverable(s)	~Time
Planning	<input type="checkbox"/> Stakeholder Engagement <ul style="list-style-type: none"> • Define/Refine Problem Question <input type="checkbox"/> Project Scope Framed <ul style="list-style-type: none"> • Objectives & KPI's Firmly Outlined <input type="checkbox"/> Viability Assessment <ul style="list-style-type: none"> • Data Familiarization 	Update Stakeholders: <ul style="list-style-type: none"> • Project Charter 	3-5 weeks
Analysis	<input type="checkbox"/> Exploratory Data Analysis (EDA) <ul style="list-style-type: none"> • Data Cleaning, Statistical Analysis <input type="checkbox"/> Data Enrichment & Augmentation <ul style="list-style-type: none"> • Feature Engineering & Selection <input type="checkbox"/> Reporting	Update Stakeholders: <ul style="list-style-type: none"> • EDA Abstract • SweetViz Report 	2-4 weeks
Construction	<input type="checkbox"/> Data Preparation <ul style="list-style-type: none"> • Data Partitioning • Model Determination <input type="checkbox"/> Model Construction <ul style="list-style-type: none"> • Train, Validate, Tune, Test • Confirm Assumptions <input type="checkbox"/> Model Interpretation	Update Stakeholders: <ul style="list-style-type: none"> • Executive Summary: Predictions & Actionable Next Steps 	2-4 weeks
Conclusion	<input type="checkbox"/> Deliver Findings <ul style="list-style-type: none"> • Feedback Incorporated • Data Storytelling <input type="checkbox"/> Project Wrap-up	Update Stakeholders: <ul style="list-style-type: none"> • Presentation • Knowledge Transfer 	3-5 weeks

Follow up KPIs:

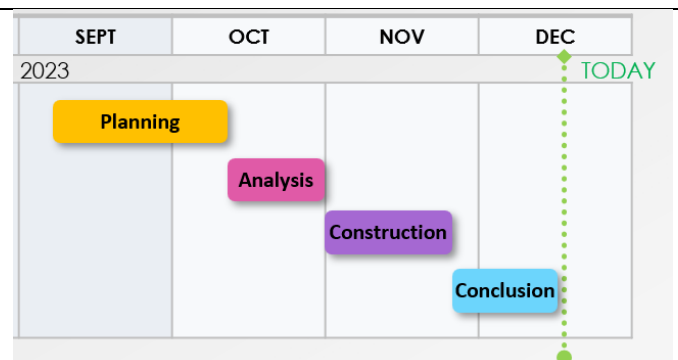
Retention Rate

Work-Life Balance

Salary Competitiveness

Average Time to Promotion

Employee Engagement Level



STAKEHOLDER SIGN AND DATE	WITNESS SIGN AND DATE
<i>Stakeholder</i>	<i>Witness</i>