**Activity 1:** Wellness Intranet Project

**Team 3**

Donadje, Fidele**: Project Manager**,

Quenzer, Drew

Lu, Fanghong

10/7/2015

**Scope:** Improve health of employees by providing intranet application, cheaper insurance,

**Project Title:** Recreation and Wellness Intranet Project

**Date of Authorization:** 10/7/2015

**Project Start Date:** 10/7/2015

**Projected Finish Date:** 4/7/2016

**Budget Information:** $200,000 available if needed.

**Project Manager:** Donadje, Fidele

**Project Objectives:**

Lower cost of insurance of employees by helping improve their health through company sponsored program.  Design an intranet application that will allow employees to register for company sponsored recreational programs, track employees involvement in program, and offer them incentives based on their activity levels all to minimize the excess cost being paid in health care premiums**.**

**Main Project Success Criteria:**Pay for project itself over 4 year period for 25,000 employees.

**Approach:**

* Research how effective such incentive programs actually are
* Conduct surveys to determine which activities employees would be interested in.
* Develop incentive programs
* Determine the cost of the system itself
* Find locations/ facilities for activities
* Explore existing off the shelf products before developing anything
* Develop application by involving the users

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| **ROLES AND RESPONSIBILITIES** | | | |
| **Name** | **Role** | **Position** | **Contact Information** |
| Donadje, Fidele | Project Manager |  | fd96@drexel.edu |
| Quenzer, Drew | Team Member |  | Dmq24@drexel.edu |
| Lu, Fanghong | Team Member |  | FL76@drexel.edu |

**Stakeholders:** Employees, Management, competitors, insurance company, IT Department, HR, marketing department, finance department

**Kickoff meeting**

**End 2:50**

Planned: 15mn

Actual : 25mn