

EyeTee SE – project order

Project order	
Project name/No.: EyeTee Christmas Party/Project No. 4711	Copies to: CFO Frank Findus; s. SH
Date: 15.03. this year	Version: 2.1
Project start: 01.08 this year	End of project: after completion of the evaluation, at the latest 31.12. of this year
Purpose: <ul style="list-style-type: none"> - Employee loyalty - Increasing the sense of unity - Strengthening the EyeTee culture - Saying thank you to employees - Preserving traditions - Company information 	Project goals: <ul style="list-style-type: none"> - Carrying out a Christmas party with EyeTee employees - Development of an employee app for evaluation and as an internal communication and information platform - Increase in employee satisfaction Non-project goals: <ul style="list-style-type: none"> - Communication strategy for the restructuring project
Delivery item(s): <ul style="list-style-type: none"> - Christmas party - Employee app 	Main tasks: <ul style="list-style-type: none"> - Project management - Conception - Preparation - Realisation
Milestones <ul style="list-style-type: none"> - Project start: 01.08. this year - Entertainment programme commissioned: 01.10. of this year - Project end: 21.12. this year 	Effort/Cost/Budget: <ul style="list-style-type: none"> - Effort: 110 person days (PT) - Budget: 55,000 € for Christmas party and 20,000 € for development of employee app
Risks <ul style="list-style-type: none"> - Boredom among guests - Feedback is not given - Employees do not participate - Poor planning and organisation 	Organisational units to be involved <ul style="list-style-type: none"> - Human Resource (HR) - Marketing department - IT Development (CIO Ingo Itti) - Facility Management (Susan Sour) - CEO external Catering
Other agreements: <ul style="list-style-type: none"> - Management must participate - Development of the employee app with Scrum 	
Signature of principal <i>Paul Perso</i>	Signature project manager <i>Laura Leiter</i>