**Instructions:** Fill in the fields of this project charter with the information provided in the lab scenario. Click into the column and begin typing to enter information.

| **Charter Item** | **Comments** |
| --- | --- |
| Project Name | New Hire Orientation Program |
| Project Goal | Reduce employee attrition rates through effective onboarding. |
| Project Value Proposition and Benefits | Increase employee retention, improve satisfaction, and enhance productivity. A structured orientation program that provides support and information essential for new hires. Decrease recruitment costs by retaining new employees; improve company culture. |
| Problem or Opportunity Statement | High attrition rates impacting operational efficiency and costs. Implementing a comprehensive orientation program to improve retention rates. 4% of new hires quit within their first week; 20% leave within 45 days. |
| Project Schedule | Develop and implement a New Hire Orientation program by 1 June. Project initiation begins immediately; first orientation on 1-2 June. |
| Project Manager | Gloria Fisher |
| Approval  Authority/Sponsor | Marcus Wilson |
| Assumptions or Constraints | Senior management will support necessary funding; project timeline is firm. Must complete the program by 1 June; budget constraints for program development. |
| Proposed Solution(s) | Develop a structured orientation program that includes a campus tour, Q&A, and presentations. |
| Project Priorities | Timely delivery of the program; high-quality orientation experience for new hires. |
| Return on Investment (ROI) | Reduction in turnover costs; improved employee satisfaction and productivity. |
| Risks  (Potential) | Potential delays in program development; budget overruns; low participation rates. |
| Resources Required | Budget for catering, IT support, marketing materials; personnel costs for HR and management. |