**Project Charter**

**Project Title: Implementation of Employee Wellness Program**

**Project Sponsor:**

- Name: Dr. Amanda Johnson

- Position: Chief Human Resources Officer

- Contact Information: [Email] [Phone]

**Project Manager:**

- Name: Mary Omela

- Position: Senior Project Manager

- Contact Information: [Email] [Phone]

**Project Objectives:**

**Overall Objective:**

- Enhance employee well-being, job satisfaction, and overall health by implementing a comprehensive Employee Wellness Program.

**Specific Objectives:**

1. Improve physical health through fitness and nutrition initiatives.

2. Foster mental well-being through stress management and mindfulness programs.

3. Enhance the overall workplace environment and morale.

**Project Scope:**

**In Scope:**

- Development and implementation of fitness classes.

- Introduction of nutritional workshops and resources.

- Implementation of mental health support programs.

- Workplace environment improvements, including ergonomic enhancements.

**Out of Scope:**

- Major structural changes to the office space.

- Individual medical interventions.

**Stakeholders:**

**Internal:**

- Human Resources Department

- Department Heads

- Employees

**External:**

- Wellness Program Consultants

- Fitness Instructors

- Nutrition Experts

**Project Deliverables:**

1. Fitness class schedule and implementation.

2. Nutritional workshops and resources.

3. Mental health support programs.

4. Workplace environment improvement plan.

**High-Level Timeline:**

- **Start Date:** [Enter Start Date]

- **End Date:** [Enter End Date]

**- Major Milestones:**

1. Fitness Classes Launch - [Enter Date]

2. Nutritional Workshops Commence - [Enter Date]

3. Mental Health Support Programs Implementation - [Enter Date]

4. Workplace Environment Improvements - [Enter Date]

**Budget Estimate:**

- **Total Budget:** $100,000

- **Funding Sources:** HR Budget Allocation

**Project Risks:**

1. **Employee Engagement:** Ensuring active participation in wellness programs.

- **Mitigation:** Develop a communication plan to raise awareness and highlight program benefits.

2. **Resource Availability:** Availability of fitness instructors, nutrition experts, and mental health professionals.

- **Mitigation:** Establish contracts with reputable wellness experts and have backup plans for unforeseen unavailability.

3. **Resistance to Change:** Potential resistance from employees to adopt new wellness practices.

- **Mitigation:** Implement a comprehensive change management plan, including employee education and engagement initiatives.

**Assumptions and Constraints:**

- **Assumptions:**

1. Employees will actively participate in the wellness program.

2. Budget estimates are accurate.

- **Constraints**:

1. Limited budget for extensive structural workplace changes.

2. Time constraints for program implementation.

**Approval Signatures:**

- **Project Sponsor:** Dr. Chinazaekpere Oluwadamilola [Signature] [Date]

- **Project Manager:** Mary Omela [Signature] [Date]