# **Employee Well-Being Program Project**

Group: Source Squad  
Date: October 1, 2023

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# **Agenda & Meeting Minutes**

Project Kick-off Meeting Agenda

Project: Employee Well-being Program

Date: May 1, 2023

Time: 10:00 AM - 12:00 PM

Location: Conference Room A / Virtual via Zoom

Chair: Khamari Thompson

1. Welcome and Introduction (10:00 AM - 10:10 AM)

Welcome remarks by the Project Manager

Introduction of team members and stakeholders

2. Project Overview (10:10 AM - 10:30 AM)

Presentation of the project scope, objectives, and deliverables

Review of project milestones and key dates

3. Roles and Responsibilities (10:30 AM - 10:50 AM)

Discussion of team members' roles and responsibilities

Introduction of communication channels and reporting structures

4. Risk and Constraints Overview (10:50 AM - 11:10 AM)

Presentation of identified risks and constraints

Discussion on risk mitigation strategies

5. External Dependencies (11:10 AM - 11:30 AM)

Discussion on coordination with external vendors and internal departments

6. Communication Strategy (11:30 AM - 11:50 AM)

Review of the communication strategy including frequency and methods of communication

7. Questions and Answers (11:50 AM - 11:55 AM)

Open floor for any questions or clarifications

8. Closing Remarks (11:55 AM - 12:00 PM)

Recap of key points discussed

Next steps and actions to be taken

Project Kick-off Meeting Minutes

Project: Employee Well-being Program

Date: May 1, 2023

Time: 10:00 AM - 12:00 PM

Location: Conference Room A / Virtual via Zoom

Chair: Khamari Thompson

1. Welcome and Introduction

The Project Manager welcomed the team and stakeholders.

2. Project Overview

The Project Manager presented the project scope, objectives, and deliverables.

Milestones and key dates were reviewed.

3. Roles and Responsibilities

Roles and responsibilities of team members were discussed.

Communication channels and reporting structures were introduced.

4. Risk and Constraints Overview

Identified risks and constraints were presented.

Risk mitigation strategies were discussed.

5. External Dependencies

Coordination with external vendors and internal departments was discussed.

6. Communication Strategy

The communication strategy was reviewed and agreed upon.

7. Questions and Answers

Various questions were raised and addressed by the Project Manager and team.

8. Closing Remarks

Recap of key points discussed.

Next steps and actions to be taken were outlined.

Action Items:

Team members to review and familiarize themselves with the project documentation by May 5, 2023.

Schedule a follow-up meeting to discuss the detailed planning phase.

Next Meeting:

Date: May 15, 2023

Time: 10:00 AM - 11:00 AM

Location: Conference Room B / Virtual via Zoom

**PROJECT CHARTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. General Project Information | | | | | | | | |
| Project Name: | | | **Employee Well-Being Program** | | | | | |
| Executive Sponsors: | | | **Laura Mitchell**  **Anthony Richardson** | | | | | |
| Department Sponsor: | | | **Vannessa Coote** | | | | | |
| Impact of project: | | | Improved employee wellness, Reduced healthcare costs, Enhanced productivity, Lower absenteeism, Increased employee satisfaction and retention | | | | | |
| 2. Project Team | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| Project Manager: | Khamari Thompson | | | IT | |  | Khamari1.thompson@famu.edu | |
| Team Members: | Nicholas Buggs | | | IT | |  | Nichoas1.buggs@famu.edu | |
|  | Samuel Goodman | | | IT | |  | Samuel1.goodman@famu.edu | |
|  | Sunday Awine | | | IT | |  | Sunday1.awine@famu.edu | |
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| 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | |
| Emplyees  Finance Department  IT Department | | | | | | | | |
| 4. Project Scope Statement | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| The Employee Wellness Program addresses the critical business need of enhancing employee well-being and engagement. By promoting a culture of health and wellness, the organization aims to reduce healthcare costs, improve productivity, reduce absenteeism, and attract and retain top talent. This initiative aligns with the organization's objective of being an employer of choice and ensuring a high-performing, motivated workforce contributing to the overall business success. | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy* | | | | | | | | | |
| Reduce healthcare costs by 20% through preventive wellness initiatives and health screenings.  Improve productivity by 15% by promoting mental health, reducing stress, and encouraging a healthy work-life balance.  Decrease absenteeism by 10% by fostering a supportive and health-conscious work environment.  Enhance employee retention rates by 25% by offering wellness resources and promoting a culture of well-being.  Increase employee satisfaction scores by 20% as measured in post-program surveys. | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | | |
| Wellness Workshops and Seminars: Deliver a series of workshops and seminars on various wellness topics such as stress management, nutrition, and exercise.  Health Screenings: Implement regular health screenings to monitor employee health and provide early detection of potential health issues.  Mental Health Programs: Establish programs to support mental health, including counseling services and mindfulness training.  Fitness Facilities or Discounts: Provide on-site fitness facilities or discounts to local gyms to encourage physical activity.  Resource Portal: Develop an online portal with resources, tips, and information on wellness and healthy living.  Recognition Program: Create a recognition program to reward employees for participating in wellness activities and achieving health goals.  Reward Program for the Online Portal:  Point Accumulation System: Enable employees to earn points for participating in wellness activities and achieving health goals.  Tiered Rewards Levels: Establish different levels of rewards based on the number of points accumulated.  Diverse Rewards Catalog: Offer a variety of rewards such as gift cards, wellness products, extra vacation days, or even donations to a charity of their choice.  Redeeming Points: Allow employees to redeem their points through the online portal.  Regular Recognition: Feature a leaderboard on the portal to recognize top point earners or significant health milestones.  Social Sharing and Challenges: Facilitate friendly competition through challenges and social sharing features.  Feedback Loop: Provide a mechanism for employees to share feedback on the rewards program and wellness activities.  Communication and Promotion: Regularly communicate and promote the rewards program to keep employees informed and engaged.  Data Analytics and Reporting: Incorporate analytics to monitor program participation, engagement levels, and the overall impact on employee wellbeing.  Administration and Support: Ensure a user-friendly interface for the administration of the rewards program and provide a dedicated support channel for any queries or issues. | | | | | | | | | |
| **Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)* | | | | | | | | | |
| Target Audience: All units and employees that report into the Office of the Executive Vice President are included in this program.  Wellness Initiatives: Implementation of wellness workshops, health screenings, mental health programs, and fitness facilities or discounts.  Wellness Resources: Development of an online resource portal and provision of wellness resources to all participating units.  Evaluation and Feedback: Collection and analysis of feedback to evaluate the effectiveness of the wellness program and identify areas for improvement. | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| Inception: May 1, 2023 - May 15, 2023  Project kick-off, stakeholder identification, and initial planning.  Planning: May 16, 2023 - June 15, 2023  Detailed planning, resource allocation, and scheduling.  Construction: June 16, 2023 - January 13, 2024  Development and implementation of wellness initiatives, creation of the online resource portal, and execution of the recognition program.  Delivery: January 14, 2024  Roll-out of the wellness program to all targeted units.  Evaluation and Feedback Collection: January 15, 2024 - February 28, 2024  Collection of feedback, evaluation of program effectiveness, analysis of feedback, measurement of program outcomes against objectives, and identification of areas for improvement. | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Insufficient budget to cover all desired initiatives | High | | Lack of engagement or participation from employees | High | | Technical issues with the online resource portal | Medium | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| Budget: The project has a predetermined budget of $150,000 which may limit the extent of wellness initiatives and resources that can be implemented.  Staffing: There is a limit on the number of staff that may be assigned to the project, which could affect the project's progress and the achievement of milestones.  Schedule: The project end date is fixed at February 28, 2024, which may limit the time available for certain project phases or activities.  Resource Availability: Availability of external resources such as wellness experts, counselors, or fitness facilities may be a constraint.  Technology: The project is dependent on the development and accessibility of an online resource portal, which may face technical challenges. | | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | | |
| Coordination with Health and Wellness Vendors: Success of the wellness program will depend on the coordination of efforts between the project team and external health and wellness vendors.  Engagement with Internal Departments: Coordination with internal departments such as Human Resources, Finance, and IT is crucial for the successful implementation and operation of the wellness program.  Agreement on Interaction: All involved individuals and groups, both internal and external, have agreed to the necessary interaction and coordination for the project. | | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| Executive Sponsor Communication:  Frequency: Bi-weekly updates.  Method: Formal written reports and monthly face-to-face or virtual meetings.  Content: Progress towards milestones, budget status, and any identified risks or issues.  Project Team Communication:  Frequency: Weekly team meetings.  Method: In-person or virtual meetings, with minutes shared via email.  Content: Project status updates, upcoming tasks, and discussion of any challenges or roadblocks.  Stakeholder Communication:  Frequency: Monthly updates.  Method: Email updates and quarterly presentation meetings.  Content: High-level project status, key achievements, and next steps.  Special Communication:  Issue Escalation: Issues will be escalated through email alerts and followed by a phone call if immediate attention is required.  Change Notifications: Any changes in project scope, schedule, or budget will be communicated via email and discussed in the next scheduled meeting.  Document Sharing:  Platform: A shared online project management and document repository platform will be used for document sharing, ensuring that all team members and stakeholders have access to the latest project documentation and status reports.  Feedback Collection:  Method: Online surveys and feedback forms, as well as open forums during team meetings for feedback and discussion. | | | | | | | | | |
| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | | Laura Mitchell, Anthony Mitchell | | | ***Laura Mitchell***  ***Anthony Mitchell*** | | | 09/28/2023 |
| Department Sponsor | | | Vennessa Coote | | | page5image60547824 | | | 09/28/2023 |
| Project Manager | | | Khamari Thompson | | | ***Khamari Thompson*** | | | 09/28/2023 |
| 7. Notes | | | | | | | | | |
| Technology Utilization: Leverage technology for scheduling wellness events and disseminating resources.  Promotion: Actively promote the wellness program to ensure high participation and engagement.  Measurement: Establish clear metrics to measure the program's impact on employee well-being and organizational performance. | | | | | | | | | |

# **SWOT Analysis**

S:   
Improve productivity: employees whose well-being is well taken care of will work harder and make fewer mistakes  
Decrease absenteeism: employees whose well-being is well taken care of by the company will want to come to work because their personal problems such as stress or even depression will be lessened  
Enhance employee retention: Employees will not want to quit if the company makes sure they are taken care of, and risk going to a different company that might not have this program  
Increase employee satisfaction: Employees will be overall happier with the company because it shows that the company cares for its employees  
  
W:   
Maintaining cost: A program like this will require continuous updates and maintenance which will increase the total yearly cost  
  
O:   
Increased recruiting: Workers from other companies will want to come to work for us because we have this program, especially if their company doesn't have a wellness program  
  
Good publicity: Our company may get positive coverage from the public which may lead to an increase in sales  
  
T:  
Copycats: Other companies may come up with their own versions, thus negating the opportunities for increased recruiting.

# **Budget, Scope, & Time Estimates**

**1. Project Title:** Employee Well-being Program

**2. Project Team**: Source Squad

Project Manager: Khamari Thompson (IT Department)

Team Members:

Nicholas Buggs (IT)

Samuel Goodman (IT)

Sunday Awine (IT)

**3. Stakeholders:**

Employees

Finance Department

IT Department

4. Project Scope Statement:

4.1 Purpose / Business Justification:

Enhancing employee well-being and engagement to reduce healthcare costs, improve productivity, reduce absenteeism, and attract/retain top talent.

**4.2 Objectives:**

Reduce healthcare costs by 20% through wellness initiatives and health screenings.

Improve productivity by 15% by promoting mental health and reducing stress.

Decrease absenteeism by 10% by fostering a health-conscious work environment.

Enhance employee retention rates by 25% through wellness resources.

Increase employee satisfaction scores by 20% as measured in post-program surveys.

**4.3 Deliverables:**

Wellness Workshops and Seminars

Health Screenings

Mental Health Programs

Fitness Facilities or Discounts

Resource Portal

Recognition Program

Reward Program for the Online Portal

5. Scope:

5.1 Inclusions:

Target Audience: All units and employees reporting to the Office of the Executive Vice President.

Wellness Initiatives: Workshops, health screenings, mental health programs, and fitness facilities/discounts.

Wellness Resources: Online resource portal.

Evaluation and Feedback: Collection and analysis of feedback.

**5.2 Exclusions:**

Units reporting to the Provost's Office are not included in this program.

**6. Project Milestones:**

Inception: May 1, 2023 - May 15, 2023

Planning: May 16, 2023 - June 15, 2023

Construction: June 16, 2023 - January 13, 2024

Delivery: January 14, 2024

Evaluation and Feedback Collection: January 15, 2024 - February 28, 2024

**7. Risks:**

Insufficient budget

Lack of engagement or participation from employees

Technical issues with the online resource portal

**8. Constraints:**

Budget: $150,000

Staffing limitation

Project end date: February 28, 2024

Resource Availability: External resources such as wellness experts.

Technology: Development and accessibility of an online resource portal.

**9. External Dependencies:**

Coordination with Health and Wellness Vendors

Engagement with Internal Departments (Human Resources, Finance, and IT)

**10. Communication Strategy:**

Executive Sponsor Communication: Bi-weekly updates through formal reports and monthly meetings.

Project Team Communication: Weekly team meetings and email correspondence.

Stakeholder Communication: Monthly updates through email and quarterly presentation meetings.

Special Communication: Issue escalation, change notifications, document sharing, and feedback collection

# **Project Team Contract**

Team Name: Source Squad Date: 9-28-2023

|  |
| --- |
| GOALS: What are our team goals for this project?  What do we want to accomplish? What skills do we want to develop or refine? |
| Complete Project on time and correctly  We want to develop and refine project planning skills |
| EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.? |
| Members will attend meetings if possible if they can't, info can be passed to then vis GroupMe.  All members will take part in the project.  Members will communicate with each other as much as the situation requires  Quality of work must be acceptable to a point where if any corrections must be made by others, the amount corrections must not be majority of the assignment. |
| POLICIES & PROCEDURES: What rules can we agree on to help us meet our goals and expectations? |
| Start assignment as soon as possible  Finish assignments on time |
| CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures? |
| 1. Send a text reminder 2. Send an email reminder 3. Speak to member directly 4. Let professor know |

We share these goals and expectations, and agree to these policies, procedures, and consequences.

Nicholas Buggs

Team member name

Khamari Thompson

Team member name

Samuel Goodman

Team member name

Sunday Awine

Team member name

# **References**

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