

## Develop Project Charter Final Lab

**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 attrition rates
Project Value Proposition and Benefits	Reduce hiring costs
Problem or Opportunity Statement	Recognizing the significance of reducing attrition rates and retaining valuable talent, Innovations Inc. has an opportunity to develop and implement a comprehensive New Hire Orientation program. By creating a welcoming and supportive onboarding experience, the company aims to improve employee satisfaction, engagement, and productivity while reducing early turnover.
Project Schedule	Planning start: 15 February Event start: 1-2 June
Project Manager	XXXXX
Approval Authority/Sponsor	YYYYY
Assumptions or Constraints	The project team has a fixed timeframe of 14 weeks to plan, develop, and implement the New Hire Orientation program before the first formal orientation scheduled for 1-2 June. The June date is firm and cannot be adjusted, which means the team must adhere to the deadline.
Proposed Solution(s)	<p>Comprehensive Orientation Program: Develop a comprehensive orientation program that spans the first week or two of a new employee's onboarding process. This program should include not only the initial orientation event but also ongoing support and training to help employees acclimate to their roles and the company culture.</p> <p>Engaging and Interactive Activities: Design engaging and interactive activities during the orientation, such as morning icebreakers, campus tours, and Q&amp;A sessions with executives. This will help new hires feel welcome, build connections with colleagues, and gain a better understanding of the company's operations and values.</p> <p>Personalized Benefits Overview: Provide personalized and detailed overviews of Innovations Inc.'s benefits package to cater to individual needs and preferences. Offering a catered box lunch with diverse menu options can enhance the experience and demonstrate the company's commitment to employee well-being.</p>
Project Priorities	High

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Return on Investment (ROI)	$\text{ROI} = (\text{Total Benefits Gained} - \text{Total Costs Incurred}) / \text{Total Costs Incurred} * 100$
Risks (Potential)	Timeline extension
Resources Required	Information Technology, Finances, Marketing and HR