BÀI THỰC HÀNH SỐ 1 (4 tiết)
BẢN TÔN CHỈ DỰ ÁN

I. Mục tiêu:

- Hiểu và xây dựng bản tôn chỉ cho dự án.

II. Hướng dẫn thực hành

<u>Yêu cầu:</u> *Sinh viên tạo thư mục cá nhân với tên* **MSSV_QuanTriDACNTT,** *làm bài tập trên file word:* **MSSV_QuanTriDACNT/***MSSV_Lab1.docx.*

1. Sinh viên đọc hiểu và viết lại bản tôn chỉ sau:

Project Charter Model Sample

Here is a sample project charter to get you started. This project charter was created for the corporate employee recognition framework.

PROJECT CHARTER

1.0 PROJECT IDENTIFICATION		
Name	*Employee Recognition Framework*	
Description	*Design, develop and implement the employee recognition framework*	
Sponsor		
Project Manager		
Project Team Resources		Communications, Policy, Healthy Workplace Advisory group, Attraction & Retention working group

2.0 BUSINESS REASONS FOR PROJECT
▪ Improve government's ability to attract and recruit high quality candidates and to compete more effectively (with the private sector and other levels of government for candidates)
▪ Respond to the level of employee engagement and employee perceptions relayed though the corporate employee surveys.
▪ An element of the Corporate Human Resource Plan

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- Component of a healthy workplace

- Element of the Public Service Commission's Business Plan for 2006/2007

- Complements and builds upon existing departmental recognition activities

- Complements corporate human resource values

- Element of performance management

3.0 PROJECT OBJECTIVES (PURPOSE)

- Overall, to create a workplace culture that includes regular recognition and feedback

- To recognize employees for their high-quality service and commitment to public service

- To reinforce linkages between employee performance and department business goals to achieve corporate goals

- To develop tools, guidelines and support for departments to assist with departmental recognition activities

- To develop and implement corporate recognition activities

4.0 PROJECT SCOPE

- To include recognition activities for all government departments

- To address two components of recognition - a corporate component and a department component

- Includes guidelines to govern corporate and department activities

- Does not include mandatory requirements

- Framework, research summary, guidelines and tools to be developed and implemented by March 2007

5.0 KEY PROJECT DELIVERABLES

Name	Description
Framework	Overall roadmap outlining key components of recognition activities
Project charter	
Logic Model	Outlines key activities, outcomes and measures
Project backgrounder	A supplement to the project charter outlining definitions and outcomes
Research summary	To include general, jurisdictional and corporate research
Guidelines	To include general program guidelines and financial guidelines
Tools and resources	To include templates, guides, sample surveys, quotes, tips, etc… for use by departments
Communication/ Implementation plan	Communication of framework, tools resources to stakeholder groups, communication plan

Website	To contain framework, guidelines, general information, tools and resources for use by departments, along with information on current activities/events.

6.0 MILESTONE DATES		
Item	**Major Events / Milestones**	**Dates**
1.	Develop framework	
2.	Complete a research summary	
3.	Develop guidelines (general and financial)	
4.	Consult with departmental reps (i.e. Health, Tourism), Attraction & Retention Working Group, Healthy Workplace Advisory Group	
5.	Networking/Information event for all departments	
6.	Develop department toolkit, templates, resources	
7.	Implementation and communication to stakeholder groups	
8.	Website launch	
9.	Long Service Awards	
10.	Premiers Award of Excellence	
11.	Framework evaluation, consultations, lessons learned	
12.	Premiers Award of Excellence	

7.0 KEY ISSUES	
Severity	**Description**
	Different levels of implementation and buy-in; some departments have programs and others have not.
	Departmental recognition activities are not mandatory
	Buy-in from HR community and managers to take ownership of departmental activities
	Maintain momentum and sustainability of activities
	Timelines around the coordination of guideline development with development of the healthy workplace policy

	Timelines around coordinating the recognition framework implementation with the attraction and retention framework implementation
	Employee and manager perceptions
	Public perceptions

8.0 RISKS	
Severity	**Description**
	Support and buy-in of framework, guidelines and tools from the HR community
	Support and buy-in of framework, guidelines and tools from managers
	Support and buy-in of framework, guidelines and tools from employees
	Implementation timelines
	Availability of supporting resources (i.e. communication, policy)
	Treasury and Policy Board support of guidelines

9.0 PROJECT'S CRITERIA FOR SUCCESS (MUST BE MEASURABLE)

- Increase awareness and consistent practice of recognition throughout the organization (post-presentation evaluations, employee survey results)
- Enhance Government of Nova Scotia's preferred employer status (public perception studies)
- Create a healthier and more supportive working environment (employee survey results)
- Improved job satisfaction and employee engagement (employee survey results)
- Improved awareness and linkages between department business plans and individual and team performance (employee survey results)
- Increased participation in corporate recognition activities (attendance, # of nominations received)
- Increased favourable employee perceptions of feeling valued for their contributions. (employee survey results)
- Increased favourable employee perceptions of being recognized for a job well done. (employee survey results)

10.0 CRITICAL SUCCESS FACTORS

- Buy-in and support from senior leaders, HR community, managers, employees
- Effective communication
- PSC and department collaboration
- Employee input into development and implementation of recognition activities
- Employee awareness of department purpose, priorities, objectives, goals and values

10.0 CRITICAL SUCCESS FACTORS

- Recognition efforts need to be: timely; meaningful; fair; inclusive

- Activities are supportive of organizational values

11.0 SIGNOFF

Project Sponsor:

Date:

2. Yêu cầu của bản tôn chỉ dự án gồm những thành phần chính nào?

III. Bài tập nhóm

1. **Tạo thư mục bài tập nhóm trên Google Drive** có tên: **NhomSTT_TenTomTatDuAn** trong đó: STT là thứ tự nhóm trong danh sách, TenTomTatDuAn là tên tóm tắt dự án của nhóm.

2. **Xây dựng bản tôn chỉ cho dự án của nhóm** trên file word **(Lab1_BanTonChi.docx)**