##### 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

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| 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 |

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| 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 * 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 |

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| **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** |
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| * 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 |

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| **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** | | |
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| **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 |  |

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| **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 |

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| **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)** |
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| * 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** |
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| * 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 * Recognition efforts need to be: timely; meaningful; fair; inclusive * Activities are supportive of organizational values |

| **11.0 Signoff** |
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| Project Sponsor:  Date: |