**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 Project |
| Project Goal | Reduce attrition rates by running quarterly new hire orientation program to introduce and integrate new employees to company. |
| Project Value Proposition and Benefits | 4% quit within first week, 20% quit within 45 days. High attrition rates become costly as at least $6000 spent to recruit each new hire.  New hire orientation program to better engage new employees to reduce attrition rates. |
| Problem or Opportunity Statement | High attrition rates especially among new hires is costly and hinders productivity. Exit surveys indicate the lack of effective new hire orientation and support from corporate.  A formal new hire orientation program that runs quarterly with introduction events to the various departments may better support and integrate new hires to the company. |
| Project Schedule | 14 weeks from first orientation June 1st  Start: Now  Event data: June 1st |
| Project Manager | Gloria Fisher |
| Approval  Authority/Sponsor | Marcus Wilson, Head of HR |
| Assumptions or Constraints | Constraints  Marcus Wilson can only devote 2 hrs/week  Gloria Fisher can only devote 20 hrs/week |
| Proposed Solution(s) | Plan and execute quarterly new orientation events for new hires that includes   * ice-breaker breakfast and networking * campus tour * company introductions and lunch * Unpack Your Perks presentation * Q&A * Continuing education opportunities * Technical support activities   Perform follow-up actions. |
| Project Priorities | Complete development and must be ready by June 1 kickoff. |
| Return on Investment (ROI) | 12 new hires x $6000 = $72000  Higher employee referral rates. |
| Risks  (Potential) | Tight schedule with no buffer room.  New hire orientation events do not reduce attrition rates sufficiently enough.  New hire activities do not engage new hires.  Major cause of high attrition rates due to other reason. |
| Resources Required | Sponsor  PMO - PM  IT – A/V  Finance  Marketing - materials  Facilities – campus, catering  HR – benefits, continuing education |