

Charter Item	Comments
Project Name	“New Hire Orientation Program” - Innovations Inc.
Project Goal	Design, Develop and launch a structured quarterly New Hire Orientation program designed to improve early employee engagement and reduce attrition. The inaugural session is scheduled for June 1–2.
Project Value Proposition and Benefits	<ul style="list-style-type: none"> • Reduce early-stage attrition and recruitment costs. • Improve new hire engagement and time-to-productivity. • Present a strong, consistent employer brand. • Create a scalable, repeatable onboarding experience.
Problem or Opportunity Statement	Innovations Inc. is experiencing high early attrition, with 4% of new hires leaving in the first week and 20% within 45 days, costing the company approximately \$6,000 per replacement hire. This trend reflects both internal gaps and industry challenges. A structured orientation program presents an opportunity to improve retention, enhance employee experience, and reduce avoidable recruitment costs.
Project Schedule	<p>Project Start: February 15</p> <p>Program Development Duration: 14 weeks</p> <p>Orientation Event Date: June 1–2 (fixed)</p> <p>Follow-up and Project Close-Out: June 20</p>
Project Manager	Gloria Fisher
Approval Authority/Sponsor	Marcus Wilson, Head of Human Resources
Assumptions or Constraints	<p>Assumptions:</p> <ul style="list-style-type: none"> • All invited attendees (12 new hires and 8 staff) will participate in the June 1–2 orientation. • Key departments (IT, HR, Facilities, Marketing) will provide timely support as scheduled. • Conference room will be reserved at least 15 days in advance and available for full use. • Standard vendor pricing (e.g., catering, marketing kits) will remain consistent through the project period. • Orientation program will be funded by Program management and will transition to ongoing HR operations after the inaugural event. <p>Constraints:</p> <ul style="list-style-type: none"> • Orientation event dates (June 1–2) are fixed and non-negotiable. • Project must be fully developed within a 14-week window starting February 15. • Budget should be reasonable; however, essential costs for success will be

	<p>approved.</p> <ul style="list-style-type: none"> • Personnel costs must be tracked and reported according to the allocation schedule provided by Finance.
Proposed Solution(s)	<ul style="list-style-type: none"> • Plan the Orientation Program (content, logistics, scheduling) • Execute the Event (meals, tours, presentations, onboarding support) • Follow-Up and Close (feedback, finalize documentation, assess outcomes)
Project Priorities	<ul style="list-style-type: none"> • Scope: All key components (breakfast, tours, sessions, setup) must be ready • Schedule: June 1 start is fixed • Budget: Stay cost-effective while ensuring high-quality delivery • Support Planning: Active participation and timely input from departments such as IT, HR, Facilities, Finance, and Marketing are critical to delivering a successful event.
Return on Investment (ROI)	<ul style="list-style-type: none"> • Cost: One-time project cost (orientation development and event execution) • Revenue/Savings: Reduction in early attrition by even 50% could save approximately \$36,000 annually (Current early attrition causes approx. 12 employees to leave × \$6,000 = \$72,000/year) • Soft Benefits: Improved engagement, faster onboarding, stronger employer brand
Risks (Potential)	<ul style="list-style-type: none"> • Delays from supporting departments may impact planning and execution timelines • Conflicts in availability of key speakers or staff could disrupt the schedule • Issues with catering or marketing materials may affect the event experience • AV or IT problems could interfere with presentations or setup • Lower-than-expected attendance may reduce the program's impact • Budget overruns could diminish ROI and raise concerns for future funding • The fixed event date allows no room for schedule slippage or delays
Resources Required	<p>Personnel:</p> <ul style="list-style-type: none"> • Project Manager • HR Sponsor • IT Support Staff • Facilities Coordinator • Marketing Team • HR Representatives (Benefits and Training) • Executive Speakers • Finance Representative • Catering Vendor Contact <p>Materials & Facilities:</p> <ul style="list-style-type: none"> • AV Equipment and Technical Support • Conference Room (reserved in advance) • Printed materials, manuals, and welcome kits • Breakfast and lunch catering • Onboarding equipment (laptops, badges, supplies) • General office supplies

