

Develop Project Charter Final Lab – Surya Kumar Devarajan

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.

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	<ul style="list-style-type: none"> Budget should be reasonable; however, essential costs for success will be approved. 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>

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	<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