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| **MMAL Business Innovation Pilot Program** | | | | | |
| *Project Charter Worksheet* | | | | | |
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| **Part I. Executive Summary** | | | | | |
| What are the project’s objectives (deliverables)? | | | | | |
| * Design and develop a company wide (national) ‘Corporate Volunteer program” to meet both employee desires to volunteer as well as corporate commitment to community support and activities * Use the project to identify if we should develop our own unique Volunteer Program or align ourselves with and established organization to achieve our volunteer objectives. * Using the employee survey results consult with appropriate providers by Aug 30th 2010 using a clear brief seeking proposals from them to assist or provide a national volunteer program. | | | | | |
| **Part II. Business Case** | | | | | |
| What is the business need that the project will address? | | | | | |
| * Engaging our people * Employer of Choice/Excellence * Provide employees with the opportunity to participate in their community – Employee Wellbeing | | | | | |
| What is the relationship between the project’s goals and the organization’s goals? | | | | | |
| * Corporate citizenship * CORE VALUES – integrity, credibility, engagement, team spirit | | | | | |
| What are the benefits of the project to the organization? | | | | | |
| * Bring staff and management together on common welfare commitments/goals * Engage employees in programs that are experiential and positive to them personally whilst representing the company * Communicate the companies commitment to volunteering and peoples welfare * Employer of choice * Healthier workplace | | | | | |
| **Part III. Project Definition** | | | | | |
| What is the project’s mission? | | | | | |
| To provide genuine volunteering opportunities to all staff that is supported and ‘championed’ by management. Volunteering is to reflect the employees choices and areas of community focus. | | | | | |
| What is the project’s scope? | | | | | |
| * Corporate Volunteer program that does not exceed a maximum of 2 working days per year per employee nationally. * Volunteer opportunities that reflect employees and companies charitable/community focus. * Appropriate employee training to assist employees in being a ‘better’ volunteer | | | | | |
| What is the expected time frame for the work? | | | | | |
| Options and proposals to be finalized by Aug 30 2010 with Corporate Volunteer calendar (program) to commence by 30th October 2010 | | | | | |
| What are the project’s major milestones? | | | | | |
| Recruit XXXXXXXXX to be Champion of the project - July 23rd 2010  Business Plan - September 17 2010  Presentation to management Committee - September 27 2010  RINGI sign Off - November 29 2010  Policy & Procedure signed off – (Volunteering policy) October 1 2010  On line communication completed - October 8 2010  Employee presentation - October 22 2010 | | | | | |
| What is the project’s budget? | | | | | |
| * Business plan to establish funds required to undertake a volunteering program * Nominal budget out of L&D to undertake investigation and development of the plan * Identified amounts required once plan is decided upon. | | | | | |
| What resources are available to the project team? | | | | | |
| * Use of press fleet vehicles * Employees time and commitment | | | | | |
| What are the quality requirements for the project? | | | | | |
| * Sustainable well structured process that enables employees to undertake volunteer activities * Relationships with Volunteering organizations * Integrity of the program * OHS standards * Code of Conduct | | | | | |
| What assumptions are being made about the project? | | | | | |
| * Be the same staff volunteering as in the past * Company support will not be ongoing ( if not the flavour of the month) * Using the same resources as before | | | | | |
| What are the project’s constraints? | | | | | |
| * 2010/11 SMA project comittments * Not seen a core business * Is an add on to my existing role – additional activity * Conflict of time * Nnaofficeto be included | | | | | |
| **Part IV. Risk Assessment** | | | | | |
| *In the table below, outline the risks associated with the project, their probability of occurrence, and their potential impact.* | | | | | |
| **Risk** | | **Probability** | **Potential Impact** | | **Steps to Manage Risk** |
| Vehicle launches clash with planned volunteering activity | | Likely | Volunteer numbers reduced | | Seek management commitment to lock dates in.  Contingency plan to cover at work requirements.  Ensure balanced scheduling |
| Cost of getting people to volunteering activities | | Likely | MMAL not support in budget | | Seek transport commitment in RINGI |
| Work Cover | | Possible | Have WC claims from Volunteers | | Investigate how this can be managed |
| Me | | Possible | Loss of project | | Seek CCC assignee to take project on if this occurs. |
| **Part V. Project Organization** | | | | | |
| *In the table below, outline roles and responsibilities of project team members.* | | | | | |
| **Team Member Name** | **Role** | | | **Responsibility** | |
| XXXX |  | | | Complete project identification, development and management | |
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Signed: Date:

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