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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 2010Business Plan - September 17 2010Presentation to management Committee - September 27 2010RINGI sign Off - November 29 2010Policy & Procedure signed off – (Volunteering policy) October 1 2010 On line communication completed - October 8 2010Employee 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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