![Owen Sound - where you want to live]

Project Charter

1.0 Project Identification

Name of Project:	Comprehensive Onboarding Program
Sponsor: (Accountable)	Aidan Ware
Project Manager: (Responsible)	Annie Reed
Project Team Members: (Responsible or Consult)	Annie Reed (R) Melissa Clancy (R) Kim Sowerby (R) Matthew Pierog (R) Jamie Fenton (R) Carly McArthur (C)
Approved Budget:	

2.0 Business Need

Create and implement a comprehensive onboarding program to ensure employees are engaged and set up for success when they enter the organization

3.0 Project Objectives (Purpose)

- The City is looking to enhance employee engagement and streamline processes for hiring managers, divisional staff and new employees by improving the employee onboarding program.
- Develop a coordinated approach to providing new employees required information and training

4.0 Project Scope

- From signed offer letter until fully oriented with the job and organization
- For new hires to the organization
- Does not include offboarding

5.0 Stakeholders

Name	Consult or Inform
New Hires	Consult & Inform
Hiring Managers	Consult & Inform
All Staff	Inform
Onboarding Team Members	Consult
Subject Matter Experts	Consult

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Development of Procedures	December 2023
2.	Development of Documents/Forms/Checklists	September 2024
3.	Build Onboarding Team & Program	December 2024
4.	Centralize Information	December 2024
5.	Education sessions with Managers	March 2025
6.	Facilitate New Onboarding Program	March 2025

7.0 Risks

Severity	Description	Mitigation Tactic
Medium	Lack of buy-in/uptake from hiring managers and onboarding partners	Education focused on the objectives and importance of onboarding
Medium	Lack of in-house expertise for training – GP, Work Tech, Perfect mind, SHARE	Provide training to have more than one proficient user with ability to train on City software and applications
	Limited staff resources for training/onboarding	-checklist when employees are leaving -specifics on where to find things -prioritize with managers on workplan and what will be priority – onboarding vs workplan -up to date job descriptions, workplans

		-process documents -up to date SOP's
	Limited IT resources – current/new incumbent one laptop	- Training laptops?

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

-Onboarding employees take up less time and resources

-less questions about accessing information for new hires

-increased engagement through employee engagement survey -

-increased retention - stay interviews -