

# Project Charter

## 1.0 Project Identification

<b>Name of Project:</b>	Council hiring freeze for NET new positions, and Succession Management Plan
<b>Sponsor:</b> (Accountable)	Pam Coulter
<b>Project Manager:</b> (Responsible)	Melissa Clancy
<b>Project Team Members:</b> (Responsible or Consult)	Annie Reed
<b>Approved Budget:</b>	N/A

## 2.0 Business Need

1c1 – Council hiring freeze for NET new positions, and succession management plan

(planned for Q4 2023)

## 3.0 Project Objectives (Purpose)

Create a policy for a Term of Council hiring freeze for NET new positions, while developing a longer-term Succession Management Plan.

## 4.0 Project Scope

- Revise Recruitment / Hiring Policy
- Develop long-term Succession Management Plan

## 5.0 Stakeholders

Name	Consult or Inform
Kristen Van Alphen	Consult
Tim Simmonds	Consult

## 6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Revise current recruitment / hiring policy to CM	December 2023
2.	Kick-off Meeting	December 2023
7.	Approval, Implementation, and Policy Sign-Off	December 2023

## 7.0 Risks

Severity	Description	Mitigation Tactic
Medium	Staff resource constraints	Project identified in workplan as priority; tasks and deadlines will be agreed upon by team and escalated to sponsor if not met
High	Lack of staff buy-in to implementation and results	On-going communication to staff, SLT, and Managers
Medium	Other Service Review Projects	Other projects identify creating business cases for additional FTE, in conflict with this project

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

1. Recruitment / Hiring policy developed, and approved by Council / City Manager
2. Longer-term succession management plan in progress