# PROJECT CHARTER

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| Project Identification | |
| **Name** | Employee Recognition Framework |
| **Description** | Design, develop and implement the employee recognition framework |
| **Sponsor** |  |
| **Project Manager** |  |
| **Team Resources** | Communications, Policy, Healthy Workplace Advisory group, Attraction & Retention working group |

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| Business reasons for project |
| Improve government’s ability to attract and recruit high quality candidates and to compete more effectively (with the private sector and other levels of government for candidates)  Respond to the level of employee engagement and employee perceptions relayed though the corporate employee surveys.  An element of the Corporate Human Resource Plan  Component of a healthy workplace  Element of the Public Service Commission’s Business Plan for 2006/2007  Complements and builds upon existing departmental recognition activities  Complements corporate human resource values  Element of performance management |

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| **Project OBJECTIVES (purpose)** |
| Overall, to create a workplace culture that includes regular recognition and feedback  To recognize employees for their high-quality service and commitment to public service  To reinforce linkages between employee performance and department business goals to achieve corporate goals  To develop tools, guidelines and support for departments to assist with departmental recognition activities  To develop and implement corporate recognition activities |

| **Project Scope** |
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| To include recognition activities for all government departments  To address two components of recognition - a corporate component and a department component  Includes guidelines to govern corporate and department activities  Does not include mandatory requirements  Framework, research summary, guidelines and tools to be developed and implemented by March 2007 |

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| **key Project DELIVERABLES** | |
| **Name** | **Description** |
| Framework | Overall roadmap outlining key components of recognition activities |
| Project charter |  |
| Logic Model | Outlines key activities, outcomes and measures |
| Project backgrounder | A supplement to the project charter outlining definitions and outcomes |
| Research summary | To include general, jurisdictional and corporate research |
| Guidelines | To include general program guidelines and financial guidelines |
| Tools and resources | To include templates, guides, sample surveys, quotes, tips, etc… for use by departments |
| Communication/ Implementation plan | Communication of framework, tools resources to stakeholder groups, communication plan |
| Website | To contain framework, guidelines, general information, tools and resources for use by departments, along with information on current activities/events. |

| **Milestone dates** | | |
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| **Item** | **Major Events / Milestones** | **Dates** |
| **1.** | Develop framework |  |
| **2.** | Complete a research summary |  |
| **3.** | Develop guidelines (general and financial) |  |
| **4.** | Consult with departmental reps (i.e. Health, Tourism), Attraction & Retention Working Group, Healthy Workplace Advisory Group |  |
| **5.** | Networking/Information event for all departments |  |
| **6.** | Develop department toolkit, templates, resources |  |
| **7.** | Implementation and communication to stakeholder groups |  |
| **8.** | Website launch |  |
| **9.** | Long Service Awards |  |
| **10.** | Premiers Award of Excellence |  |
| **11.** | Framework evaluation, consultations, lessons learned |  |
| **12.** | Premiers Award of Excellence |  |

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| **key ISSUEs** | |
| Severity | **Description** |
|  | Different levels of implementation and buy-in; some departments have programs and others have not. |
|  | Departmental recognition activities are not mandatory |
|  | Buy-in from HR community and managers to take ownership of departmental activities |
|  | Maintain momentum and sustainability of activities |
|  | Timelines around the coordination of guideline development with development of the healthy workplace policy |
|  | Timelines around coordinating the recognition framework implementation with the attraction and retention framework implementation |
|  | Employee and manager perceptions |
|  | Public perceptions |

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| **RISKS** | |
| **Severity** | **Description** |
|  | Support and buy-in of framework, guidelines and tools from the HR community |
|  | Support and buy-in of framework, guidelines and tools from managers |
|  | Support and buy-in of framework, guidelines and tools from employees |
|  | Implementation timelines |
|  | Availability of supporting resources (i.e. communication, policy) |
|  | Treasury and Policy Board support of guidelines |

| **Project’s criteria for success (must be measurable)** |
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| * Increase awareness and consistent practice of recognition throughout the organization (post-presentation evaluations, employee survey results) * Enhance Government of Nova Scotia’s preferred employer status (public perception studies) * Create a healthier and more supportive working environment (employee survey results) * Improved job satisfaction and employee engagement (employee survey results) * Improved awareness and linkages between department business plans and individual and team performance (employee survey results) * Increased participation in corporate recognition activities (attendance, # of nominations received) * Increased favorable employee perceptions of feeling valued for their contributions. (employee survey results) * Increased favorable employee perceptions of being recognized for a job well done. (employee survey results) |

| **critical success factors** |
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| * Buy-in and support from senior leaders, HR community, managers, employees * Effective communication * PSC and department collaboration * Employee input into development and implementation of recognition activities * Employee awareness of department purpose, priorities, objectives, goals and values * Recognition efforts need to be: timely; meaningful; fair; inclusive * Activities are supportive of organizational values |

| **Signoff** |
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| **Project Sponsor:** |
| **Date:** |