



Develop Human Resources Organizational Structure (A11)

Project Charter
DRAFT 1/4

SECTION 1: Project Summary

Concept Definition	Establish a new HR organizational structure to maximize efficiency and effectiveness for the benefit of internal stakeholders.		
Program	Admin	Project Lead(s)	Chris White
Exec. Sponsor	Dee Porter	Sponsor	Jennifer Williams

SECTION 2: Vision Alignment

Problem	HR resources were recently aligned from the Districts to the HR Division. There remains work to be done to orient those resources to the appropriate roles and responsibilities.		
Goal	Establish a to-be organization for HR functions.	Measurable Benefit Target	
Scope	<p>Includes: Assess HR functions performed in districts. Identify HR tasks performed both in the district and the Division. Prioritize needed HR tasks. Assess expectations on those tasks. Identify problems and challenges posed by a division orientation. Regional and district training staff alignment. Tuition assistance programs. Align all definition, review, and implementation of HR policy to the Division. Ensure appropriate Division oversight of hiring, disciplinary, performance management, adverse action, substance abuse, and special leave programs. Establish appropriate quality assurance functions for tasks remaining in non-Division alignment. Establish standard for personnel files.</p>	<p>Excludes: Review of all HR policies, procedures, rules, and processes. Civil Rights Personnel and Activities</p>	
Associated Goals / Visions / Recommendations	Source / ID#	Text	

SECTION 3: Execution Detail

Related Efforts / Risks	HR Personnel file EDMS Project			
Tailoring	Tailoring Tier	Org Impact	Project Size	Complexity
				Execution Risk Rating
Forecasted Milestone Schedule	Phase Completion	Tollgate	Date	Approach Overview:
	Concept Definition			
	Concept Validation			
	Design		Feb-28	
	Build			
	Implement			
Team Members	Name	Role	Name	Role
	Simone Kelly	Coach	Schelley Radcliff	BSC/HRO
	Tara Griswald	HR Online SME	Tony Cereceres	BSC
	David Houston	HR Central SME	Stephanie Dewitt	HRO
	Catherin Heji	District Engineer	Julie Durham	HRO
	Carlos Lopez	District Engineer	Pablo Pinales	HRO/Lead
	Bob Ratcliff	District Engineer		
	Gus Khankarli	RCN		
	Beverly Yates	BSC		

SECTION 4: Change Management Assessment

Audience	Impact	Stakeholder	Concern(s)