



Establish Position Management Process (A06)

Project Charter
MLT Approved
7/5

SECTION 1: Project Summary

Concept Definition	Create a Position Management process and system to centrally manage open, filled, and inactive positions to maximize TxDOT staff efficiency in support the management of TxDOT goals and priorities.		
Program	Admin	Project Lead(s)	Paul Summerbell
Exec. Sponsor	Dee Porter	Sponsor	George Ebert

SECTION 2: Vision Alignment

Problem	TxDOT is unable to effectively and efficiently manage the workforce to fulfill Department priorities. Not all positions have been defined and no process exists to leverage the data.		
Goal	Develop a position management schema and system to track and manage positions by: position number, job class (skill level), and department to better align human capital to Department priorities.	Measurable Benefit Target	
Scope	Includes: - Identify standard organizational data structures and codes (levels and departments). - Identify standard job classes and skills. - Establish a position numbering schema. - Enhance or develop appropriate IT systems to manage the identified schema and ensure portability of data to Project One. - Develop and implement a process for request and approval of positions. - Creation of standardized staffing plan and link position data to staffing plan		Excludes:
Associated Goals / Visions / Recommendations	Source / ID#	Text	
	GT / 125	Develop and implement a position management process to manage all full-time equivalent data at all organizational levels (D/D/O/R, section, etc.) that will: identify standardized organizational data structures and codes; identify special skills codes (e.g., license, certification); and establish a position numbering schema.	

SECTION 3: Execution Detail

Related Efforts / Risks					
Tailoring	Tailoring Tier	Org Impact	Project Size	Complexity	Execution Risk Rating
		Yes	Small	High	Medium
Forecasted Milestone Schedule	Phase Completion Tollgate		Date		
	Concept Definition				
	Concept Validation				
	Design				
	Build				
	Implement				
Team Members	Approach Overview:				
	NOTE: System modifications are in progress and will continue with a Target of 9/1 to meet year-end financial deadlines for data categories in the system. The full-scale project will start after this date for the long-term process and to prepare for the implementation of the new integrated system.				
	Name	Role	Name	Role	
	Paul Summerbell, HRD	Team Lead	Dena Todd, BRY	District HR Officer	
	Joe Seifert, HRD	Member	Joanna Franks, RCS	Regional Budget Staff	
	Rhett Smit, HRD	Member	TBD, HOU	District Maint Supervisor	
	David Houston, HRD	Member			
	Kellie Turner, FIN	Finance Div Budget	Simone Kelly	Coach	
Greg Malatek, AUS	Manager from District				
Bunny Neible, CST	Manager from Division				

SECTION 4: Change Management Assessment

Audience	Impact	Stakeholder	Concern(s)