



Improve Position Title Classification Process (A09)

Project Charter
MLT Approved
7/5

SECTION 1: Project Summary

Concept Definition	Assign the function of position title classification to Human Resources to maximize efficiency in support of TxDOT employees and customers.		
Program	Admin	Project Lead(s)	Paul Summerbell
Exec. Sponsor	Dee Porter	Sponsor	George Ebert

SECTION 2: Vision Alignment

Problem	The Business Title Classification Committee for TxDOT was disbanded in April 2011 and the functions performed by the committee were moved to the Workforce Analysis team within TxDOT HRD.		
Goal	Ensure all functions previously performed by the BTCC are fully transitioned to the appropriate HR team and that the corresponding policies and processes are documented.	Measurable Benefit Target	
	<u>Includes:</u> - Assess functions performed by BTCC. - Assess how each function was aligned to each functions in HR - Audit process documentation to ensure completeness	<u>Excludes:</u>	
Associated Goals / Visions / Recommendations	<u>Source / ID#</u>	<u>Text</u>	
	GT/124	Eliminate the Business Title Classification Committee and assign classification duties to Human Resources Division [Workforce Analysis]. (Note: Workforce Analysis was formerly named compensation management.)	

SECTION 3: Execution Detail

Related Efforts / Risks					
Tailoring	<u>Tailoring Tier</u>	<u>Org Impact</u>	<u>Project Size</u>	<u>Complexity</u>	<u>Execution Risk Rating</u>
		No	Small	Low	Low
Forecasted Milestone Schedule	<u>Phase Completion</u>	<u>Tollgate</u>	<u>Date</u>	Approach Overview: Review actions taken to-date, ensure documentation is in place and complete, and validate adoption.	
	Concept Definition		9/22/2011		
	Concept Validation		9/23/2011		
	Design		9/28/2011		
	Build		9/28/2011		
Implement		9/29/2011			
Team Members	<u>Name</u>	<u>Role</u>	<u>Name</u>	<u>Role</u>	
	Paul Summerbell	Project Team Lead			
	Elizabeth Longoria	Member			
	Simone Kelly	Coach			

SECTION 4: Change Management Assessment

Audience	Impact	Stakeholder	Concern(s)