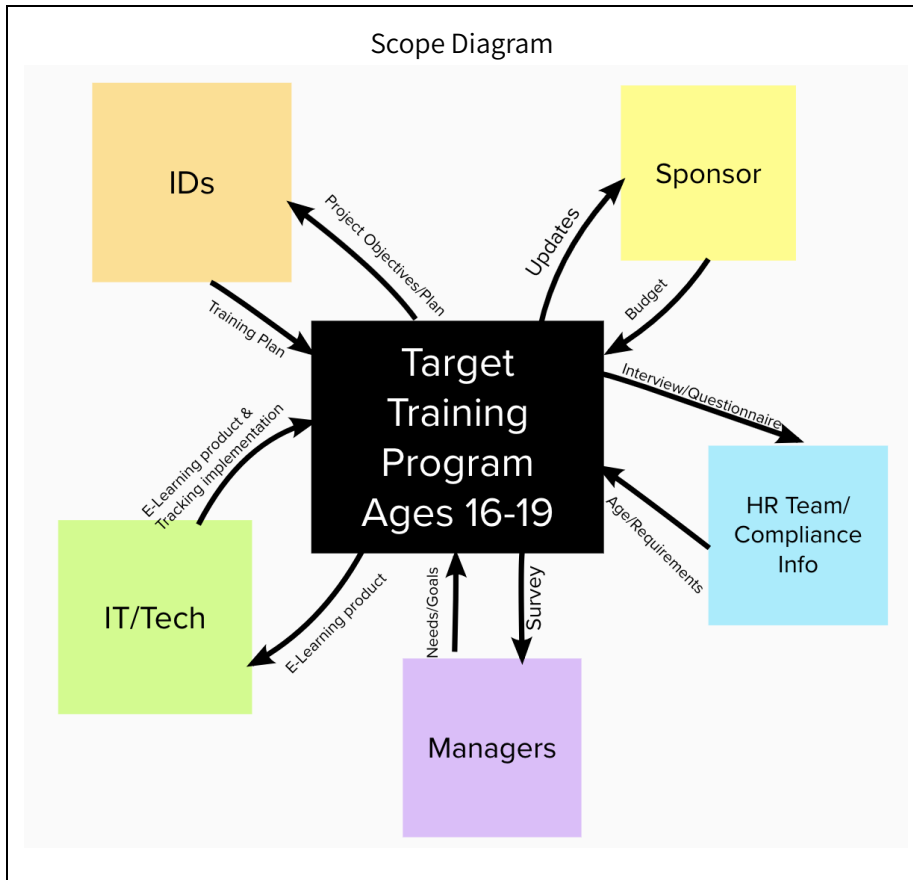


Project Management Plan



Business Objective - Target Training Department

Primary: Increase revenue by developing onboarding/training specific to age 16-19 new part time hires

Secondary: Increase productivity & compliance of focused age group workers

Project Objectives:

E-learning asynchronous module with 3 lessons for obligatory onboarding to be completed prior to start date.

Quick N' Dirty Risks:

Size: 7
 Structure: 4
 Technology: 5
Average: 5

Constraints	Can't Move	Moves Little	Negotiable
Time (Fast)	✓		
Cost (Cheap)			✓
Quality (Good)		✓	

Risk Factor	Likelihood (L, M, H)	Impact (L, M, H)	Prevent By	React By
Time (maj summer work)	M	H	Avoid delays	Reducing scope as necessary, partial rollout
Parent/Guardian sign-off	L	L	Accessibility/advance	Direct response/dept. manager contacts
Working conditions for minors	M	M	Compliance needs collection	Provide resources
Dept. Manager Buy-in	M	H	Transparent needs/goals	Direct response/review feedback

Project Management Plan

Stakeholder Communications	Goal	Frequency	Medium	Comments
Sponsor	Update	Weekly	Call	Status report/all is well
Dept. Managers	Needs	Start & end	Email	Surveys/Questionnaires re: goals
IDs/IT	Update	2x Week	Email	Deliver project objectives/outline
HR/Compliance	Needs	Weekly	Email	Need age-specific requirements

Governance/Decisions - Type of Change	Decision Maker	Consulted	Comments
Change in budget	Sponsor	PM	Request submission (time delay)
Change in requirements	HR/Compliance	PM	Contact/update IDs
Quality Issues	PM	IDs/IT	Weekly Review