Project Charter

Product/Service Impacted	Process of how employees are on/off boarding	Team Co-Leader	Jacqueline Morris Elizabeth Klinzing
Business Unit	HR, IT, IS, Departments, IE, Campus and Facilities	Phone Number for Team Leader	262-564-3032 262-767-8190
Champion	KC Jackson	Email for Team Co-Leader	morrisj@gtc.edu klinzinge@gtc.edu

Element	Description	Specifications				
1. Process	No defined process on how we on/off board employees at Gateway. This entails hiring through separation.					
2. Project Description	Defining a process for on/off boarding for Gateway employees					
3. Objective	New employees have the sufficient tools and resources and to ensure Gateway consistently off boards employees. In addition, Gateway stakeholders will be aware of a standardized procedure/process and expectations in place with efficient communication between all.	Metrics	Current	GOAL	% Improve.	Units
		Metric 1				
		Metric 2				
		Metric 3				
4. Process Scope	On/off boarding of Gateway employees.					
5. Business Case	Gateway currently does not have a consistent or documented on/off boarding process. We want to establish consistent communication and documented process on on/off boarding that is transparent, streamlined and proactive between all Gateway departments and stakeholders.					
6. Benefit to Internal and External Customers	The process will be more standardized which will develop an efficient process with consistent communication and transparency between all. The future state model will be a streamlined process will alleviate frustration and increase both internal and external customer satisfaction.					
7. Team members	Elizabeth Klinzing (Co-leader) Jacqueline Morris (Co-leader)					
8. Schedule	Project Start	March 6, 2014				
	Project Charter Approved	March 19, 2014				

	Current State Value Stream Map	September 9, 2014
	Future State Value Stream Map	January 20, 2015
	Project Completion	May 1, 2015
9. Support Required		HR, IT, IS, Departments, IE, Campus and Facilities