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DEPLOYMENT PROJECT

NEW EMPLOYEE ORIENTATION

INCEPTION DATE: 02/25/09

SPAC UPDATE: 05/15/09

THIS PROJECT SUPPORTS THE FOLLOWING DISTRICT FOCUS AREAS OUTLINED IN THE GCS STRATEGIC PLAN 2012:

- I. Improving Academic Achievement
- II. Supportive Family & Community Involvement
- III. Strategic Human Resource Management
- IV. Respectful & Responsive Service
- V. Safe Schools & Character Development
- VI. Optimal Operations
- VII. Transformational Technology
- VIII. Clear Baseline & Equitable Standards

THIS PROJECT SUPPORTS THE FOLLOWING GCS STRATEGIC PLAN 2012 MEASURABLE OBJECTIVES:

Goals are aligned with those located in the
[GCS Strategic Plan 2012: Achieving Education Excellence.](#)

Goal #	Goal description
III.A	Reduce the number of teacher resignations from the start of school to December by 50%. Baseline data: 66 certified resignations, 133 classified resignations.
II.B	Improve employee perception of GCS students, parents and families as measured by an annual survey
II.E	Increase awareness of GCS successes and challenges and opportunities for involvement as measured by a survey
IV.A	Improve the percentage of community members, parents, students and employees who indicate information, responses to inquiries and services are provided in a timely and efficient manner as measured by an annual survey
IV.B	Increase the percentage of employees who consider GCS a “preferred place” (culture/climate) to work as measured by an annual survey

THIS PROJECT SUPPORTS THE FOLLOWING GCS STRATEGIC PLAN 2012 STRATEGIES:

Strategies are aligned with those located in the
[GCS Strategic Plan 2012: Achieving Education Excellence.](#)

Goal #	Strategy #	Strategy description	Shared with another project (Y/N)
III.A	9	Strengthen orientation for new employees	No

Project Overview

Project Introduction and Context
New employee orientation currently consists of a 2 hour overview of district goals and strategies as well as a review of benefits. In order to better prepare our employees for success, it is critical that our orientation process provide a more comprehensive on-boarding experience.

Desired Results		
<ul style="list-style-type: none"> • New employee resource website • New employee orientation facilitator and participant training manuals • Differentiated new employee orientation model that provides a common experience for all employees followed by a customized, job-specific experience for individuals. 		
Project Oversight		
Role	Description	Person Responsible
Sponsor	Ultimate authority. Responsible for the project, its desired results and specific outcomes.	Shirley Morrison
Project Manager (Champion)	Assists in developing the Deployment Project and project plans, performs project reviews and disposes of issues and change requests. Develops and maintains Deployment Project and plans, performs reviews, tracks issues and change requests, manages budget and is responsible for technical quality of solution.	Dr. Amy Holcombe
Project Deployment Team (PDT)		
<ul style="list-style-type: none"> • Alison Yates, Director of Staffing • Tina Johnson, Lateral Entry Specialist • Pamela Herndon, Lateral Entry Specialist • Martha Snavelly, Executive Director of Professional Development and Induction and Success • Karen Cannon, Induction Coach • Donna Martin, Curriculum Coach • Ian Keith, Maintenance • Jennifer Landes, District Relations Program Administrator • J.J. Greeson, Office Support V 		
Advisory Team		
<ul style="list-style-type: none"> • Charles Foust, Principal, Brooks Global Studies • John Carlos Miller, Principal, Northeast Middle School • Nora Carr, Chief of Staff • Jennifer McMurtrie, School Nutrition Services • Angie Henry, Finance • Patty Kinkade, Director of Benefits • Sonya Conway, American Express • Antonio Simon, GCS Webmaster • Cecelia Adams, Community Relations 		
Clients		
<ul style="list-style-type: none"> • New employees 		

Major Project Scope and Deliverables

Deliverable: A specific product or event to result from a project. Examples include such things as a training session, a document, a software product, a process definition, etc.

Deliverables	Person Responsible	Start Date	Completion Date
Review corporate and educational organization on-boarding and induction programs for best practices	Project team members	5/21/09	6/15/09
Survey new employees to identify current gaps in the on-boarding and induction process	Martha Snavelly	5/21/09	6/17/09
Using results from the review of best practices and needs assessment, create an outline of new employee orientation content for the website and training manuals (also include components that address employees as ambassadors and the history of GCS)	Project team members	7/1/09	8/1/09
Review GCS core values and mission statement to ensure significant representation on website and in training materials	Project team members	7/1/09	8/1/09
Work with Antonio Simon to design the structure of the New Employee Resource Website	Project team members	8/1/09	10/1/09
Develop New Employee Facilitator and Participant Manuals	Outsourced	08/01/09	2/1/10
Work with department heads and supervisors to develop Differentiated Orientation protocols for each job type across the district	Project team members	08/01/09	2/1/10
Examine procedures for paying new employees for one day of GCS orientation	Project team members	2/1/10	3/1/10

Project Impacts

Identify other projects that relate to, that affect, or may be affected by, this project being planned. Identify major organization groups, processes, policies, etc. that could affect, or be affected by, this project. Document each related project's (and/or other entity's) relationship to your project, the interdependencies among projects (and/or other entities), and a degree of impact of "High", "Medium" or "Low." In addition, indicate when the impact will be resolved.

Project Impact	Description of Impact	Degree of Impact	Impact Resolution Date
Staffing Office	The staffing office may not have the capacity to provide for a more robust orientation model.	High	06/01/10
Department Offices	Each department will need to develop individual orientation or on-boarding processes	Low	06/01/10

Project Budget Summary

The budget and costs reflected in the Deployment Project should account for all contracted services, materials and supplies, etc., required to achieve the stated scope and objectives. It does not imply automatic approval and budgeting. Approval, commitment and funding must be obtained from the SPAC. Indicate whether each item is budgeted or unbudgeted.

Budget Categories	Person Responsible	Budgeted Amount	Budgeted (Y/N/Pending)	Budget Code
Contracted Services for Training Manual Development	Amy Holcombe	\$1,500 (@\$50 per hour for 30 hours of work)	N	
TOTAL:		\$1500		
Notes:	Development of training manuals could be facilitated internally if release time were provided for the work to be completed.			

New Positions Required

Staffing Summary Resource Type	# of FTES	Duration	Hours	Budgeted (Y/N/Pending)
New Employee Orientation Coordinator	1	Ongoing	Percentage of regular duties	N
Notes:	These duties could be assumed by an HR employee by expanding the scope of their regular duties.			

Project Assumptions

Document any assumptions that could significantly affect the project (e.g. facilities usage, budget approval, etc.).

Project Assumptions	Description
Facility Availability	Training room would need to be made available to conduct new employee orientation

Project Approval

<input checked="" type="checkbox"/>	Approved	
<input type="checkbox"/>	Approved as Noted	
<input type="checkbox"/>	Rejected (See Note)	
Additional Comments:		
Last Revised:		

Project Status Reports

Complete attached Project Status Report for updates to SPAC.