

Group E
Chelsea Charlebois
Cynthia Hines
Spenser Liddle
Bruce Norman



SCOPE

This program will take supervisor recommended employees through an in-house training course designed to create an internal pool of project management candidates. After its completion, the candidates will possess demonstrable knowledge of company related project management terminology and practices. Successful candidates will advance to the mentoring and formal educational programs.

PROGRAM STAKEHOLDERS

STAKEHOLDER	STATUS	REASONS
Human Resources Director	Primary customer Internal	Initiated the program to create an in-house pool of project managers, the company will not have to outsource for capable management candidates.
Company	Internal	The company will save money by not having to pay for advertising, hiring, and training for project management positions.
Project Managers	Internal	Project managers will have additional peers to assist in the management of the company portfolio and resources.
Students	Internal	Students will have the opportunity to advance into project management positions while gaining an understanding of the roles and responsibilities that are incumbent upon those positions.
Customers/Suppliers	External	Customers and suppliers will benefit by working with project managers who have displayed a commitment to the company's culture, ideals, and vision.

PROGRAM REQUIREMENTS

I. Program success is contingent upon a 50% or greater candidate advancement to the mentoring program.

If these results cannot be accomplished, the curriculum, instruction, or program itself may be revised, cancelled, or outsourced to a third party contractor with experience in implementing project management training programs.

II. Candidates will pass monthly quizzes with a minimum grade of 70% or better.

This requirement is necessary in order to minimize candidate failure. By tracking their retention of instructional materials in measurable results on a monthly basis, the program can predict and adjust for candidate success rates.

III. Candidates will pass a written exam at the end of the program with a minimum grade of 85% to qualify for advancement to the mentoring program.

This is a necessary program requirement as management does not wish to invest further resources on candidates who cannot produce better than average results.

IV. The in-house training program must not exceed its established budget.

Management has authorized the financial budget. They are unwilling to expand the program at this stage without substantiated evidence of need for additional funding. One of the underlying reasons for this program is to save money. If this cannot be accomplished with an in-house program, it may be fiscally more responsible to outsource the project management training program or to abandon it and return to traditional hiring methods.

V. Candidates must sign a contractual agreement prior to participation in the project management training program.

This requirement was applied to the program for strictly financial reasons. Management does not wish to invest in the training and education of an in-house project management candidate pool only to have them leave the company before that investment has returned results commensurate with the expenditure. Candidates will agree to repay a portion of the expenses the company has invested in their education if they chose to leave the company before this contractual obligation has been fulfilled.

ADDITIONAL INFORMATION REQUIRED

- I. What department's budget will this program be charged to?**
- II. What resources will be needed and who will be responsible for their procurement?**
- III. How many students will participate in this program?**
- IV. What will be the qualifying criteria for the candidates who will participate in this program?**
- V. When will this program begin and what are its measurable milestones?**