

Project Charter

1.0 Project Identification

Name of Project:	Increased use of mobile technology
Sponsor: (Accountable)	Michelle Palmer
Project Manager: (Responsible)	Kristen Van Alphen
Project Team Members: (Responsible or Consult)	Annie Reed, Mark Giberson, Greg Nicol
Approved Budget:	0.00

2.0 Business Need

2b3 – Determine policy requirements for the use of mobile technology (planned for Q4 2024 – Q1 2025)

3.0 Project Objectives (Purpose)

Create enabling policy that promotes equitable access to digital devices during work hours to support mobile technology to streamline our processes and communication, including the review of policy CrS-HR66 Communication Devices and Social Media Acceptable Behaviour.

4.0 Project Scope

- Policy review - Policy CrS-HR66: review and amend as necessary; consider regrouping info into multiple policies
- Policy development - redraft CrS-HR66 in new format; draft new policy to augment CrS-HR66 if necessary
- Policy approval
- Education and policy roll out
- Does NOT include equipment, or how set-up

5.0 Stakeholders

Name	Consult or Inform
Desiree van Dijk	Consult
Tim Simmonds	Responsible
All staff (screenless staff/staff with screens)	Consult
Manager / Supervisors / Unions / Association	Inform

6.0 High Level Deliverables / Milestone Dates

Item	Deliverables / Milestones	Dates
1.	Review CrS-HR66 – Id opportunities and barriers	Oct 2024
2.	Facilitate staff feedback	Nov 2024
3.	Group review of sample policies	Dec 2024
4.	Draft policy for discussion (ongoing review process)	Jan 2025
4a	Potential Review by Legal	February 2025
5.	Final policy signed off by CM	Feb 2025
6.	Education/sign-off program complete	March 2025

7.0 Risks

Severity	Description	Mitigation Tactic
Medium	Staff resource constraints	Project identified in workplan as priority; tasks and deadlines will be agreed upon by team and escalated to sponsor if not met
High	Lack of staff buy-in to policy	Inclusion of end-users through consultation; inclusion of tech reqs in onboarding of new staff
Low	Budget constraints	Sponsor to develop business case for 2025 operating budget process
Low	Potential overlap with computer use policy (or other policies) being reviewed at a different time	When the review is initiated for the computer use, to potentially Hold and include while reviewing HR66

8.0 Key Results for Success (Must Be Measurable or Quantifiable)

- One or more policies developed and approved by CM
- *potential to identify other policies which will need to be reviewed after
- Number of staff who receive education on new policy and sign-off compliance
 - Number of staff (combination of staff without email access and staff that haven't logged on within past 60 days) before and after the project
 - Number of managed City-owned and managed personal devices before and after the project

For all the key results above the outcome will be a positive employee impact through increased access to information

*Field staff = Water, wastewater, pw, parks, fire, arena,

Equipment/fund for stipends do not currently exist – the policy will be written to support a program wherein each identified employee will have access to information through one of the two methods = City device, personal device