

## PROJECT CHARTER WORKSHEET

### Making Excellence Inclusive Theme: Harassment: Policies & Education

**Project Title:**

**Creation Date:** 05/22/13

#### Harassment Policy and Procedure Enhancement Recommendations

**Problem Statement:** *(why are we engaging in this project? What has precipitated the need for this project?)*

Campus members have expressed confusion and frustration about where to find harassment policies, what is considered harassment, what is or is not covered by harassment policies, and the procedures to address harassing behavior.

**Description:** *(what we are trying to accomplish, one or two sentences, usually starts with "This project will...")*

This project will result in a recommendation for a single, comprehensive harassment policy that addresses a variety of behavior considered harassing and recommend procedures to address those behaviors that are easily understood by the various campus constituencies. 1. create an inventory of existing policies addressing various forms of harassment, 2. review existing policies addressing harassment to identify gaps and overlaps in policy language, 3. engage appropriate stakeholders in a discussion to formulate recommendations for policy and procedure enhancements to eliminate confusion surrounding harassment policies and procedures.

**Goals:** *(why are we doing this)*

- Define what constitutes harassment
- Create a single, comprehensive harassment policy that is easily understood
- Eliminate confusion and frustration relating to what is harassment and where to find guidelines to address harassment issues

**Stretch Goals:**

- Xx

**Project Manager:** Hanson

**Sponsor:** *(Who is charging this team?)* Chancellor

**Stakeholders:** *(Who cares about this? Who is affected?)*

- Human Resources
- Chancellor and the senior administrative team
- Governance leaders
- Dean of Students
- Dean of Faculties
- Affirmative Action Officer
- AA/EEO Committee
- Supervisors
- Campus Safety
- Gender Equity Committee
- All students and employees

**Project Team Roles:** *(Who will work on this and what is their role)*

- HR – identify existing policies/procedures
- MEI team members – lead conversations with governance groups as assigned
- Project Manager – keep project moving and on schedule

**Additional Subject Matter Experts:** *(who may have additional information pertinent to this project.)*

- Human Resources
- Affirmative Action Officer and UW System colleagues

- UW System Legal
- UW System Office of Equity, Diversity, and Inclusion
- Social behavioral professionals in the Twin Ports community

Tools and Resources: *(What is available to the group to accomplish its work-money, people, etc. What will the group need to acquire to accomplish this work?)*

- Employee handbooks
- UW System policies
- University Personnel System – new operations policies
- Affirmative Action/Title IX materials
- Climate Study and Equity Scorecard data
- Recommendations from previous inclusive excellence task forces

Deliverables: *(what the group is being asked to produce, nouns that name the things that will exist as a result of the project)*

- Inventory of existing policies/procedures addressing harassing behavior
- Inventory of gaps and overlaps in existing policy and procedure documents
- Draft comprehensive policy to address a variety of harassing behaviors
- Draft set of procedures for the various campus constituencies to address harassing behavior

Assumptions: *(Givens relative to process and outcomes)*

- Existing information will be readily available
- People want to work in a non-harassing environment
- Governance groups will welcome opportunity to provide thoughts and suggestions
- Dialogues will be open and non-threatening

Scope: *(what are the boundaries for the project? What is in scope? Out of scope?)*

- Harassment policies and procedures
- Recommendations for harassment policies and procedures changes

Measurable Results: *(How we will know we are successful with this project)*

- Deliverables will have been met
- Campus will have relevant information on which to build education and awareness programs

Timeline and Milestones: *(Deadlines for major accomplishments and completion of the project)*

- September 1, 2013 – inventory of existing policies/procedures completed
- Fall Semester 2013 – engage stakeholders in conversations regarding harassment policy/procedure deficiencies and redundancies
- Spring Semester 2014 – develop policy and procedure recommendations incorporating stakeholder input
- Spring Semester 2014 – present policy and procedure recommendations to campus leadership

Communication Plan: *(how will this information on this project be disseminated to the broader campus community?)*

- Opening Week introduction
- Others??

Risks: *(What could derail this project? How will risks be mitigated?)*

- Emerging Office of Civil Rights laws; may need to be flexible in crafting proposed changes
- Lack of time, workload priorities; project staff need to make this a priority or identify someone who can see project through to create deliverables
- Staff turnover ; will need to identify back-ups