

Appendix F

MAUREEN GRACE
WORKSTATION

Project Charter

Project Name: Exploring the New Standard: Psychological Safety in the Workplace using the Joint Workplace Health and Safety Committees

Project Team Name: Respect and Civility Working Group

Project Sponsor(s): Lori Grandmont (Chief Human Resources Officer), Tom Skraba (RRC Workplace Safety and Health Co-Chair), David Major (RRC Workplace Safety and Health Co-Chair), and Allan Beach (MGEU)

Project Team Members: Barb Rapson, Susan Andree, David Major, Jason McMaster, Teresa Menzies, Melanie Gudmundson, Nora Sobel, Suenita Maharaj-Sandhu, Breanna Sawatzky, Kerilyn Zelinski, Heather Temple, Caroline Stzaba, Larissa Klymkiw

Other Resources: Mike Krywy, Maureen Grace

1. Project Charter Revision History

Version	Date	Author	Change Description
1	March 13, 2017		
2	May 2, 2017		

2. Project Justification

The College is involved in a two-year project supported by the Workers Compensation Board as part of their Research and Workplace Innovation Program. RRC is participating in this project with support from Maureen Grace (Hamilton Grace and Associates) who is the principal applicant for the project.

The funded project -“Exploring the New Standard: Psychological Safety in the Workplace using Joint Workplace Health and Safety Committees” - is exploring the concept of the Joint Workplace Health & Safety Committee taking the lead in promoting the New Canadian Standard: Psychological Safety in the Workplace and using Champions within the workplace to encourage ongoing strategy development and implementation.

Following an initial research phase, which used the Guarding Minds at Work Survey to assess employee perception of psychological safety, the Joint Workplace Health and Safety Committees chose to focus on the topic of Respect and Civility. This topic was rated as an area of concern, when compared to benchmarked data.

This charter will guide the Respect and Civility sub-project.

The goal of this sub-project is twofold:

- a) Initiate and/or deliver Respect and Civility related activities during the project phase, as identified in the “Goals and Objectives” section;
- b) Develop a model for supporting Respect and Civility strategies post project (e.g. create a long-term working group or steering committee).

The project timeline is runs from March 2017 to December 2017, with a final report in March 2018.

3. Project Goals and Objectives

A	Create a greater understanding amongst employees about the larger Psychological Safety Workplace project and the specific sub-project that is focusing on Respect and Civility
B	Advise the Joint Workplace Safety and Health Committee on the sub-project, and ensure it is consistent with the overarching Psychological Safety in the Workplace project
C	Support Human Resources in the development and promotion of a new Respect and Civility Policy
D	Support Human Resources in the development of Respect and Civility competencies that could become part of formal job descriptions
E	Support Staff Development in delivering workshops related to Respect and Civility (e.g. Workshops on managing “difficult conversations”)
F	Support key stakeholders in an initial review of conflict resolution processes related to Respect and Civility. This would include stakeholders such as Human Resources, senior and middle management, the MGEU, the JWHS, and the Discrimination and Harassment Officer.
G	Engage with stakeholders such as the Mental Health Coordinator, Diversity and Intercultural Services, the Wellness Committee, Health Services, and Workplace Equity and Diversity to ensure coordination and collaboration of their activities related to Respect and Civility.
H	At the end of the project, have a long-term model in place to ensure future collaboration and planning amongst key stakeholders
I	Evaluate effectiveness of these project goals and objectives, and report on the findings

4. Project Deliverables

In-scope -

- Employee consultations
- Workplace Respect and Civility Policy - initiated
- Respect and Civility job competencies - initiated
- Staff Development workshop(s) related to Respect and Civility - delivered
- Review of Respect and Civility processes - initiated
- Related stakeholders activities - delivered as per existing plans/resources
- Evaluation of project
- Report summarizing the project and its outcomes

Out-of-Scope -

- Activities that require additional resources outside of what is either currently planned or which can be re-deployed

5. Project Change Management

Track any changes to project scope as agreed to by the project team and project mentor(s).

Nature of Change	Date	Project Mentor Sign off

6. Project Assumptions

Assumptions are factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration.

- We have the resources to support the above project deliverables in the given period.

7. Project Constraints and Enablers

Each constraint is a limiting condition, circumstance or event, setting boundaries for the project process and expected results. Incorporate into the project plan to ensure that the plan is realistic. Include project resources.

- Time constraint
- Human resource constraint
- This committee will be making recommendations (giving advice) based on the work we can accomplish within the time available to the members

8. Project Dependencies

What significant dependencies are present in this project? Are there any other projects from which this project needs to draw output?

- Policy approval process is independent of the project.
- Staff survey needs planning to ensure there is time to gather feedback.
- May require data from other sources.
- Report on the Inclusive Campus Climate review has multiple recommendations that overlap with this project.
- The Respect and Civility Policy also needs to relate to other relevant and related policies.
- Activities provided by stakeholders would be within their pre-existing planned activities
- The review of the conflict resolution processes will require some project management / leadership

9. Project Risks

Any element of uncertainty that may have a positive or negative impact upon project management such as time to completion, amount of resources, etc.

- Timelines not met
- Exploring Respect and Civility issues may identify persons / areas that are not performing their duties effectively and require actions to address this
- Exploring Respect and Civility issues may create ethical concerns and/or duress amongst those who have personally experienced or witnessed such issues

- May be confusion of communication of Inclusive Climate work alongside the promotion of the Respect and Civility Policy.
- Need to remain focused and not have scope creep
- Consultations may lead to people raising other topics that are not explicitly related to Respect and Civility (e.g. Collective Bargaining, Parking Rates, etc.)

10. Organizational Impacts (known at this time)

Department/People Affected	Anticipated Impact
College Employees	Clearer understanding of processes for addressing respect and civility concerns
College Employees	Greater understanding of how other initiatives that promote respect and civility contribute to this goal / policy
Working Group Stakeholders	Greater coordination and collaborations on strategies and activities related to Respect and Civility

11. Roles and Responsibilities

Maureen Grace	<ul style="list-style-type: none"> • Employee consultations (Goal A) • Liaise with the JWSH Committee (B) • Reporting and Evaluation (H) • Liaise with Project Advisory Group
David Major	<ul style="list-style-type: none"> • Co-Chair Working Group • Liaise with JWSH (B) • Collaborate on conflict resolution review process (E)
Kerilyn Zelinski	<ul style="list-style-type: none"> • Employee consultations (Goal A) • Liaise with the JWSH (B) • Collaborate on conflict resolution review process (E) • Liaise with Project Advisory Group.
Mike Krywy	<ul style="list-style-type: none"> • Co-Chair Working Group • Reporting and Evaluation (H) • Liaise with Project Advisory Group
Melanie Gudmundson	<ul style="list-style-type: none"> • Respect and Civility policy development (B) • Development of job competencies (C) • Collaborate on conflict resolution review process (E)
Jacqueline Wood	<ul style="list-style-type: none"> • Delivery staff development workshops (E) • Represent the Wellness Committee (G) • Liaise with the Project Advisory Group
Teresa Menzies	<ul style="list-style-type: none"> • Collaborate on conflict resolution process review (E) • Liaise with the Project Advisory Group
Caroline Stzaba	<ul style="list-style-type: none"> • Collaborate on conflict resolution process review (E)
Heather Temple	<ul style="list-style-type: none"> • Represent Health Services (G)
Nora Sobel	<ul style="list-style-type: none"> • Represent Diversity and Intercultural Services (G)
Breanna Sawatzky	<ul style="list-style-type: none"> • Represent Health Minds, Health College Initiative (G)
Suenita Maharaj-Sandhu	<ul style="list-style-type: none"> • Represent Workplace Equity and Diversity Initiative (G)
Larissa Klymkiw	<ul style="list-style-type: none"> • Liaise with the JWSH Committee (B)
All	<ul style="list-style-type: none"> • Development of a long-term model (H)

12. Project Charter Sign-off

Comments:

Project Mentor(s): _____ Date: ___/___/___

_____ Date: ___/___/___

Project Sponsor: _____ Date: ___/___/___

This is a living document that can be updated as the project unfolds. The value of this document is to share information consistently across team members.