



Annual Goals

Success
Planning
Growth
Innovation
Opportunity
Progress
Teamwork
Strategy
Goals
Future
Excellence

Business Support Group

**Project Proposal:
Job Description & Newsletter Development**

Roger Guy Baguley

Job Descriptions Goal

- Establish format, layout and content for BSG & GMs approval.
- Develop and deliver training session for each level of employee and management.
- All job titles to be reviewed and confirmed by BSG & GMs
- Confirm uses from BSG & GMs:
 - ➔ hiring, training, performance management, job evaluation, career development and compensation .
- Establish process:
 - ➔ write
 - ➔ Management approval/signoff
 - ➔ review annually during the performance review.
- Publish:
 - ➔ booklet for GMs
 - ➔ place in a shared system directory for all employees.

Newsletter Goal

- Confirm newsletter quarterly cycle
- Develop editorial policy:
 - ➔ 60% business from GMs
 - ➔ 20% business from BSG
 - ➔ 20% personal from employees
- Develop communication representative network:
 - ➔ by GM area of responsibility
 - ➔ will provide newsletter copy for each issue
 - ➔ GMs to appoint/elect their representative.
- Feature a new & different department each issue
- Annual newsletter budget:
 - ➔ \$2K an issue or \$8K a year.
- Conduct employee communication survey after three (3) issues

Business Support Group

Project Proposal: Corporate Web Site Development

Roger Guy Baguley

Corporate Web Site Goal

- Research schools and web developers
- Selected web development institution to interview the BSG and key company stakeholders before making their presentation
- Web development project team to prepare project outline presentation for senior management approval.
- Agree on progress reports on time lines, budget and resources throughout the project.

Business Support Group

Project Proposal: Education Inventory

Roger Guy Baguley

Educational Inventory Goal

- Design data collection tool:
 - ➔ same format as the HRIS layout
 - ➔ transferred data to the HRIS system electronically.
- Data collection:
 - ➔ current employees complete an inventory form
 - ➔ new employee's data collected at hiring.
- Conduct annual audit to ensure accuracy

Educational Inventory Goal

- Design data collection tool:
 - ➔ same format as the HRIS layout
 - ➔ transferred data to the HRIS system electronically.
- Data collection:
 - ➔ current employees complete an inventory form
 - ➔ new employee's data collected at hiring.
- Conduct annual audit to ensure accuracy