

HR Analytics Project Charter Template

Background

- Background of the situation
- Quantifiable impact on business/HR Strategy
- Severity and veracity of the problem
- Why is it important now?

Problem/Opportunity Statement

- Briefly, what is the HR problem/opportunity is being addressed

Measure of Success

- What HR measure of success (metrics) will improve after this project (1 or 2 measures only)

Assumptions

- Scope of the project covering BU, geo, process, level, dept
- Explicitly state all assumptions you have in mind

Potential challenges

- Elicit management support/guidance on what you already see as challenges

Data Sources

- What are the your sources of data (manual/system/survey)

Timelines

- For completion of 4 stages – Define, Data Collection, Analysis, Implementation

1. Define

- Project Charter
- Framing of the Hypothesis

2. Data Collection

- Data sourcing and preparation

3. Analysis

- Visual Analysis using Data Visualization and Descriptive Statistics
- Statistical Validation of hypothesis (if required)
- Predictive Modelling (if required)
- Potential Impact Assessment
- Presentation to Management for approval

4. Implementation of Solutions

- Pilot
- Validation of Results
- Final Implementation to Leadership
- Ongoing monitoring