**Background**

Participation House provides housing and assistance to individuals with physical and/or developmental disabilities, with over 50 locations in London and surrounding areas. This presents a challenge for hiring and retaining enough staff to efficiently operate their group homes.   
 **Goals**

* Create a list of potential avenues to find future workers
* Provide key information to improve recruitment of certified support workers
* Connect King’s University’s career services with Participation House
* Assist Participation House with marketing to further expose them to the public, increasing awareness of the organization

**Scope**

Participation House will have access to key resources to improve recruitment and gain information on how to improve their social media presence.

**Key Stakeholders**

|  |  |
| --- | --- |
| Client | Participation House |
| Sponsor | Donnie Antony |
| Project Management Team | Sydney Mensen, Teresa Turnbull, Amratha Chandrakumar |

**Project Milestones**   
Start date: November 23, 2018

End date: April 11, 2019

**Constraints, Assumptions, Risks and Dependencies**

|  |  |
| --- | --- |
| Constraints  [Describe here potential factors that will impact the delivery of the project] | 1) Unable to connect with King’s University’s career services within the time frame to collaborate with Participation House  2) May be unable to promote organization on campus due to USC limitations  3) Potential collective agreement issue: a partnership with King’s may affect current employee(s) responsibilities |
| Assumptions  [Describe here conditions or situations that you are relying on in order to achieve project goals] | 1) King’s University School of Social Work will be open to collaborate with Participation House during student placements  2) Student placements would be more likely to continue working for Participation House as they would develop a bond with the organization during their placement period  3) An improvement to advertising will allow employment seekers to understand the competitive benefits and salary Participation House offers, allowing for an increased desire to work for them |
| Risks and Dependencies  [What are the most significant risks? What things must happen before the project is delivered?] | 1) King's University decides not to commit to a partnership  2) Participation House cannot meet the requirements of the partnership  3) As employees seek career advancements, they may leave to work for other organizations offering comparable benefits  4) The high turnover rate in the field of work makes it difficult to retain employees |

**Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Participation House, Project Client |  | Donnie Antony, Project Sponsor |  | Sydney Mensen, Project Manager |
| Amratha Chandrakumar, Project Manager |  | Teresa Turnbull, Project Manager |  |  |