

Program Charter

January 2013

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Program Description

This program is collaborative effort between Microsoft and its vendor partners to increase the number of developmentally disabled individuals working in the Puget Sound region. There is a strong supply available and Microsoft has many jobs that can be staffed by individuals with disabilities. Areas for possible job development include: food prep, janitorial, dishwasher, landscaping, reception, office reset, office administration, and furniture warehouse.

- Program Start: March 2013
- Program End: July 2013 (maintained ongoing after this)

Program Leadership

- Executive Sponsor
- Program Lead
- Program Team

Program Core Team

- CBRE
- Pitney Bowes
- Compass Group
- MV Transportation

Rhythm (Time Commitment)

- Program Leadership: Monthly (1 hour/month)
- Core Team: Monthly + as needed (4-6 hours/month)
- MSFT & External Advisors: As needed

Key Responsibilities

- Program Leadership: Decisions, unblocking, approvals
- Core Team: Review deliverables, inform program approach, resolve issues
- MSFT & External Advisors: informed/consulted parties

Scope

In Scope:

- Individuals with developmental disabilities
- Puget Sound positions
- Agencies contracted in King, Pierce and Snohomish counties
- Orange badge only

Out of Scope:

- Supported Employment outside Puget Sound

Success Criteria:

- Growth in vendor supported employees with developmental disabilities.

Goals

Business Results

1. KPI's: to be defined
2. Agency Quality: periodic quality surveys of vendor partners

Guiding Principles

Design a quality, self-sustaining, scalable supported employment program on the Microsoft Redmond campus that results in significant growth in the hiring of individuals with developmental disabilities as vendor supported employees.

Key Deliverables & High-Level Schedule

SE Program Timeline					
Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13
Initiate					
	Partner Selection				
		Prgm Components			
			Program Leadership		

Piece 1: Initiate

- Program Approach
- Implementation Plan
- Communication plan
- Core Team kickoff

Piece 2: Partner Selection

- Define selection criteria
- Distribute RFI
- Select Agency partners
- Agency partner kickoff

Piece 3: Program Components

- Develop program processes
- Select Employment Coordinator
- Job Development

Piece 4: Program Leadership

- SE expertise
- Feedback loop
- Metrics
- Applicant pool
- Assisted job development