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Quotation & Project Plan

For the development of a fully integrated HR System

This document seeks to provide a quotation for the development and implementation of a fully integrated Human Resource System including agreements, Workplace policies & procedures, OH&S policies & procedures, provision of a workshop facilitating staff awareness and the development of a Induction program

Scope

It is expected that the following documents will need to be developed, delivered and managed.

- ✚ Resolution of legal issues highlighted in the Compliance Audit
- ✚ Volunteer Engagement Agreement
- ✚ Employee Contract of Employment
- ✚ Independent Contractor Agreement
- ✚ Workplace Policies & Procedures
- ✚ OH&S Policies & Procedures (at departmental level)
- ✚ Induction program for New Volunteers and Employees
- ✚ Induction program for short-term residents.
- ✚ Staff awareness program – Short sharp program providing general information to all staff.

Project Plan

Task Description	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
Resolution of Legal's												
- Volunteer status	█											
- SYT Jurisdiction	█	█										
- Modern Awards	█	█										
- Small Business Status	█	█										
Agreement Drafts - all			█									
- Ashram review			█									
Workplace P&C				█								
- Ashram review				█	█							
First Draft OH&S						█	█					
- Ashram review						█	█					
- Develop Signage						█	█					
- Develop final doc's						█	█					
Train the trainer induction program								█	█			
- develop handouts and media.										█		
Awareness Program											█	█



Delivery Schedule

It is expected that complete program of work can be delivered within 12 weeks of initiation. Note that some of this work has already been completed.

Cost Estimation

Description	Hours	Cost	Comment
Resolution of Legal's			
- Volunteer status	6	\$1050	Complete
- SYT Jurisdiction	1	\$175	Determines the legal jurisdiction of SYT
- Modern Awards	4	\$700	Determines the Awards that cover the Ashram
- Small Business Status	1	\$175	Determines the legal status, i.e. small business
Agreement Drafts - all	24	\$4200	Create first draft for each agreement
- Edit on Ashram review	2	\$350	Produces final documents
Workplace P&P	10	\$1750	Create first draft of Workplace P&P
- Edits Ashram review	2	\$350	Produce the second Draft
First Draft OH&S	20	\$3500	Creates first draft of OH&S
- Edit on Ashram review	2	\$350	Creates final Version
- Develop Signage	2	\$350	Draft for signs
- Develop Final Doc's	2	\$350	Produce Final document
Develop Train the trainer induction program	8	\$1400	Develop the induction program for all New staff and teachers (self managed)
- develop handouts and slides	4	\$700	Media development
Develop Staff Awareness Program	8	\$1400	
Total Hours/Cost	96	\$16,800	Normal External charge for delivery
Ashram charge including Discount	96	\$3,750	Total Delivery