



Special Project Pay Form

Definition of Special Project Pay

A special project is a temporary assignment expected to accomplish a unique product, process or service with a defined start and finish date and specific measurable objectives that, when attained through the constraints of time, resources, and costs, signifies completion. (Special projects are performed by exempt staff.)

Requestor Name _____ Title _____

Employee Name _____ Title _____

Project Title _____ Department _____

Start Date _____ End Date: _____

of Additional Hours: _____ (per week) Account #: _____

Project Description and Objectives

Also complete the Project Value Matrix below by checking the appropriate boxes. Attach additional comments and/or documents as necessary

A large, solid grey rectangular area intended for the user to provide a detailed description of the project and its objectives, as well as any additional comments or documents.

Project Value Matrix

Criterion	Criterion-Medium Project	Criterion-Large Project
Strategic Importance and Project Scope	<input type="checkbox"/> Significant contribution to organization objectives (justification needed)	<input type="checkbox"/> Major contribution to organization objectives (justification and feasibility study needed)
Level of Complexity and Risk	<input type="checkbox"/> Moderate	<input type="checkbox"/> High
Technical Complexity	<input type="checkbox"/> Enhancement of existing product, process or service	<input type="checkbox"/> Novel product, process or service including innovation
External/Internal Constraints and Dependencies	<input type="checkbox"/> Some external influence on project elements	<input type="checkbox"/> Key project objectives depend on external factors
Assignment Requirement Stability	<input type="checkbox"/> Some uncertainty and minor changes during project	<input type="checkbox"/> Major uncertainty and major changes during project
Regulatory Characteristics	<input type="checkbox"/> Standard and new regulatory requirements	<input type="checkbox"/> Challenging/new regulatory requirements.
Project Duration	<input type="checkbox"/> 3-12 Months	<input type="checkbox"/> 12-24 Months
Degree of Project Management Oversight	<input type="checkbox"/> Moderate	<input type="checkbox"/> Minimal/General
Pay Adjustment Value	5%	8%

By signing below, I acknowledge that the project has an approved project plan that includes funding for Special Project Pay.

Approvals:

Supervisor

Unit Administrator / Additional Administrator

Unit Senior Vice President

Vice President, HRSTM or Designee

Senior VP Administrative and Fiscal Services

Chief Business-Financial Strategy Officer