

CAREER PATH DEVELOPMENT PROJECT APPROACH

4-Phases of the project

1. PROJECT PLANNING & DISCOVERY

OBJECTIVES

- Validate project team, timing, and objectives
- Schedule project update calls
- Collect data request documents
- Conduct stakeholder interviews to understand current state context and desired future state
- Conduct current state analysis
- Discuss Communication and Engagement Strategy

DELIVERABLES

- Project plan
- Data request
- Stakeholder interview guide
- Report of key themes on current and future state designs
- Initial Communication and Engagement Strategy

2. JOB ARCHITECTURE & UPDATED JOB CATELOG

OBJECTIVES

- Conduct working session to design key components of job architecture
- Build straw job architecture and finalize with UVM's feedback
- Develop an Excel-based job architecture mapping tool to be used in staff mapping validation sessions
- Conduct a calibration analysis based on mapping results to identify outliers and items for consideration
- Working session focused on job descriptions, titling, and new job catalog

DELIVERABLES

- Job architecture
- Excel-based job architecture mapping tool
- Calibration analysis summary results
- New titling scheme
- Job Catalog



3. COMPENSATION PHILOSOPHY & BENCHMARKING

OBJECTIVES

- Review and update UVM's compensation philosophy and develop benchmarking methodology
- Collect market data at the 25th, 50th and 75th percentiles for each benchmark job for base salary and total cash compensation and conduct a competitive assessment
- Develop market-based salary structure, preliminary slot jobs into the structure, and prepare outlier and cost analysis
- Develop compensation administration guidelines

DELIVERABLES

- Compensation philosophy
- Benchmarking methodology
- Competitive assessment summary results
- Market-based salary structure
- Outlier and cost analysis summary results
- Compensation administration guidelines

4. STRATEGIES & IMPLEMENTATION

OBJECTIVES

- Refinement of Communication and Engagement Strategy and implementation timeline
- Model roll-out strategy (assumes 2 updates)
- Develop train-the-trainer presentations for managers and employees on the job architecture and new compensation program

DELIVERABLES

- Rollout strategy and implementation plan and timeline, including train-the-trainer presentations