






# Engagement Summary

*Estimated Timing: October 2018 – January 2020*

 <p>Discovery and Interviews</p>	 <p>Total Pay Philosophy</p>	 <p>Market Assessment</p>	 <p>Job Classification, Salary Structure and Program Development</p>	 <p>Implementation and Communication Plan Development*</p>
October – January	January – June	May – September	August – November	September – January
<ul style="list-style-type: none"> <li>• Conduct stakeholder discussions</li> <li>• Review data and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Develop draft total pay philosophy</li> <li>• Develop peer group(s) and comparison market(s)</li> <li>• Review and approve total pay philosophy, including peer groups/ comparison markets</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct initial salary market pricing</li> <li>• Review and finalize matches with HR</li> <li>• Conduct variance analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Develop salary structure/ranges</li> <li>• Assign jobs to structure/ranges</li> <li>• Validate with leaders</li> <li>• Identify incumbent and cost implications</li> <li>• Finalize structure/ ranges</li> <li>• Revise pay administration guidelines</li> <li>• Prepare and share report of findings</li> </ul>	<ul style="list-style-type: none"> <li>• Develop implementation &amp; communications plan</li> <li>• Develop total compensation statements</li> <li>• Create additional program rollout materials</li> <li>• Roll out program to participants (e.g., town halls, FAQs, individual letters, etc.)</li> </ul> <p><small>* Implementation plan covers a multi-year period.</small></p>

# High-Level Project Plan

Work Step	2018			2019												2020
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
<b>Phases 1 – 3: Pay Philosophy and Comparison Markets</b>																
1. Discovery	█															
2. Stakeholder Interviews				█												
3. Pay Philosophy Development				█												
<b>Phases 4 – 6: Market Assessment, Classification, and Salary Structure</b>																
4. Market Assessment								█								
5. Job Classification											█					
6. Salary Structure Development											█					
<b>Phases 7 – 10: Pay Guidelines, Implementation, and Communication Plan/Elements/Activities</b>																
7. Pay Administration Guidelines												█				
8. Report of Findings and Recommendations													█			
9. Implementation Plan and Communications												█				
10. Individualized Total Compensation Statements													█			