

PRJ-02 — Learning Hub pilot: project charter (draft)

Status: superseded draft, version 1, 1 September 2026. Do not use for current decisions; replaced by PRJ-01.
Fictional training data.

Background

Staff training is arranged by email and tracked in spreadsheets. A Learning Hub pilot is proposed to test an online staff learning portal before a possible company-wide rollout.

Proposed scope

Pilot group: 100 staff across all departments.

In scope: portal setup, administrator training and staff accounts.

Existing training records: treatment to be confirmed.

Proposed schedule and budget

Proposed pilot start: 1 October 2026.

Proposed budget: RM12,000.

People

Project manager: Aina Rahman.

Project sponsor: to be confirmed.

Success measures

To be confirmed.

Notes

This draft was prepared before the first steering committee meeting. It is kept for comparison practice only and must not be used for current dates, budget or scope.