



Project WorkSheet

ClearSite's pre-populated Project Worksheet makes it simple for project administrators to manage their policy & procedure documents. Used for accessing, organizing and customizing documents.

Open template from worksheet link for quick and easy access

Excel Spreadsheet format - easy to add/remove/sort columns or rows

Pre-populated columns - quick reference information about each template

Help provided within column headings

| Document Name | Document Description | Document Owner | Customization Required: High, Low, Medium | Suggested Implementation Priority | Suggested Related Documents | Many more columns.... |
|---|---|-----------------|---|-----------------------------------|---------------------------------|-----------------------|
| Our Elevator Pitch | Succinct description of Company products, services and value proposition. | Corporate | H | 2 | | → |
| Company and Telephone Directory | Company and telephone directory kept on company server showing name, contact information, and individual profiles | Office Services | M | 2 | 0914 Organization Chart | |
| Discrimination and Harassment | Company policy regarding discrimination and harassment. Includes examples of inappropriate conduct, legal definitions, and the Company process for reporting and investigating offences. | Human Resources | L | 1 | 0021 Core Company Policies | |
| Code of Conduct | Company expectations regarding the code of conduct of individuals associated with the Company. Includes summary of actions considered improper conduct. | Human Resources | L | 1 | 0021 Core Company Policies | |
| Internet Use | Guidelines for appropriate and inappropriate Internet use within the Company, specific policies on Internet use, and requirement for signed statements from every employee regarding Internet use. Includes references to blogging. | I.T. | L | 1 | 0021 Core Company Policies | |
| Summary of Benefits | List of all company benefits and core information, along with health care benefits provided by the Company. Includes a table showing waiting period for each benefit and which benefits are paid by the Company vs. the individual. Good overview or handout when interviewing candidates | Human Resources | H | 2 | | |
| Vacation | Outlines Company vacation entitlements and calculations. | Human Resources | M | 2 | 3907 Time Off Reporting | |
| Performance Review Form | Comprehensive and detailed Performance review form to be completed online by individuals and managers. | Human Resources | H | 2 | 3007 Performance Review Process | |

This worksheet shows a limited number of columns and rows for presentation purposes.