

As part of the HRIS implementation project preparations and in order to be able to manage and coordinate project activities, the project team would like to request a primary point of contact (POC).

This role is defined as follows:

Point of Contact:

- Is the primary POC with the HRIS project team
- Co-owns the project schedule with the HRIS project team and co-ordinates project activities within your organization
- Facilitates the completion of assigned tasks
- Is the primary escalation point
- Is the conduit to the CEO or Executive Director

CEO/Executive Director to complete the form.

All fields are required in this document.

Organization Name	<input type="text"/>
Organization Number	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Job Title	<input type="text"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>
Hours of Availability	<input type="text"/>

Approver Signature

Approval Date

CEO/Executive Director to email this form to the Support Centre at: servicedesk@ccim.on.ca