SWE30010

HRM PROPOSAL FOR GEMADEPT

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<p style="text-align:center">Project Proposal: Human Resource Management system for Gemadept</p>

Synopsis

Gemadept Corporation is a leading logistics and shipping company headquartered in Ho Chi Minh City, Vietnam. With a strong commitment to excellence, we are seeking a comprehensive Human Resource Management Software System to enhance our HR operations.

We would like to have a complete HR Management Software System that meets our specific requirements and integrates seamlessly with our existing systems. This system will be expected to streamline HR processes, increase efficiency, and improve employee management.

1. Background

Gemadept, a leading logistics and shipping company headquartered in Ho Chi Minh City, Vietnam, is requesting a HRM software to streamline HR processes, enhance employee management, and improve overall organizational efficiency. The primary objective of this proposal is to introduce a robust Human Resource Management (HRM) system tailored specifically for Gemadept. This proposal aims to establish the creation of a comprehensive HRM infrastructure, spanning the stages of design, development, and maintenance.

2. Scope

2.1 Objectives:

This system will be expected to streamline HR processes (recruitment, onboarding, payroll, and performance management), increase efficiency, and improve employee management by allowing employers to track and manage employee's data.

2.2 Solutions:

To achieve the objectives listed, this software will include but not limited to these key features:

- **Employee Information Management**: Centralized database for storing and managing employee data, such as personal details, employment history, and contact information.
- **Recruitment and Applicant Tracking**: Tracking of applied applications and managing the recruitment pipeline.
- **Onboarding and Offboarding**: Structured procedures for integrating new hires into the organization and managing the exit process for departing employees.
- **Payroll Management**: Adjustable automated calculation of employee salaries, deductions, and taxes.
- **Time and Attendance Tracking**: Tools for monitoring employee attendance, tracking work hours, and managing leave requests.
- **Reporting and Analytics**: Generation of customizable reports and dashboards to provide insights into employee's information and status.
- **Performance Management**: System for setting performance goals, conducting evaluations, and providing feedback to employees.
- **Learning and Development**: Scheduling training sessions and tracking employee progress in skill development.
- **Integration with Existing Systems**: Integration with other business systems such as ERP and accounting software.

3. Deliverables and schedule

3.1 Documentation:

For the main product, instruction on how to operate and use the software will be provide via the following documentations:

- User Manuals
- System Architecture Documentation
- Training Materials

3.2 Training Plan:

A comprehensive training plan will be developed to ensure that all relevant users become proficient in utilizing the new HRM system. Our team will leverage this plan to facilitate and conduct training sessions, either through online platforms or in-person sessions, guiding users through the functionalities of the software.

3.3. Schedule:

This project is expected to take around 20 weeks to completed, while the maintenance support will be an on-going process. The timeline for each stage (from designing to implementation) of the project is outlined as follow:

- System Design and Prototyping: 4 weeks.
- Development and Testing: 12 weeks.
- Implementation and Training: 4 weeks.
- Post-implementation support and maintenance: On-going from go live date.

Initial Release Schedule of the Product backlog items

No.	Item	Dependencies	Business Value (1 least – 10 most)	Release Schedule (Sprint 1 | 2 | 3 | …)
F1	Product UI/UX Design	None	7	Sprint 1
F2	HR database schema design	None	9	Sprint 2
F3	Employee information form implementation	F2	8	Sprint 3
F4	Recruitment module development	F2	7	Sprint 4
F5	Payroll calculation module development	F2	7	Sprint 5
F6	On, Offboarding checklist template implementation	F2, F4	6	Sprint 6
F7	Leave request feature implementation	F2, F3	6	Sprint 7
F8	Performance evaluation module development	F2, F3	6	Sprint 8
F9	Integrate with Gemadept's ERP system	After all modules are tested	9	Sprint 9
F10	Implement reporting dashboard	F9	8	Sprint 9
F11	Gemadept's HR staff training	After successful UAT	7	Sprint 10
F12	Post-implementation maintenance	Once product goes live	5	Sprint 10