**ONE PAGE BUSINESS CASE**

|  |  |
| --- | --- |
| **DATE** | 09/01/2024 |
| **SUBMITTED BY** | Group 4 |
| **TITLE / ROLE** |  |

|  |
| --- |
| **THE PROJECT**  In bullet points, describe the problem this project aims to solve or the opportunity it aims to develop. |
| **MVP:**   * Improve management of HR records – admin focused   **Extensions:**   * Employee focus – i.e. book their own holidays, payslips – option to get email copy/print * Finance team/line manager extended access (create rota for team members) * UI – admin/employee visuals |
| **THE HISTORY**  In bullet points, describe the current situation. |
| * Digitise HR system, allowing records to move online as current form posting is lengthy process. * Current paper system at head office, also moving to online system for better security and record management. |
| **LIMITATIONS**  List what could prevent the success of the project, such as the need for expensive equipment, bad weather, lack of special training, etc. |
| * Timeline and planning efforts to go digital * Cost of dev team, external teams, new technologies and software, training staff to use new HR system, security for HR records to avoid GDPR breaches * Dev team availability, hiring delays * Bugs after recent releases, potential data errors/incomplete when saving * Connectivity to host the server |
| **APPROACH**  List what is needed to complete the project. |
| * Software packages – IntelliJ, React, Spring, Postico, Postman, Visual Studio Code, Teams/Zoom/Slack * Hardware – desktops for in office, laptops to allow hybrid working * Internal comms for the online move – to ease transition, have support team to setup accounts * FAQs/support page/documentation with instructions on how to navigate site * Hiring early to complete project within budget and timeframe |
| **BENEFITS**  In bullet points, list the benefits that this project will bring to the organization. |
| * Improved efficiency and data management * Better security * Minimizes human error * Accessibility – analytics, inclusive and diverse workplace * Recruitment – potentially merging with future applications |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |