**ONE PAGE BUSINESS CASE**

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

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| **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 * 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 |

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