Internal Process Automation Tool - Stakeholder Presentation Deck Excerpt

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1. Introduction

As the Product Owner, I presented this 10-slide deck during the final stakeholder review (Jun 2024) for the Internal Process Automation Tool (Jan 2024 - Jun 2024). The deck, shared with HR and project managers, outlined the tool's impact on automating resource allocation for 50+ consulting teams, reducing staffing time by 30% and improving onboarding efficiency by 18%. This 2-3 page excerpt summarizes key slides from the full deck.

2. Slide Summaries

Slide 1: Project Overview

- Objective: Automate resource allocation for consulting teams.

- Context: 6-month project (Jan 2024 - Jun 2024), 8-person Agile team.

- Goals: Reduce staffing time by 30%, improve onboarding by 15%.

- Key Stakeholders: HR leads, project managers, IT team.

Slide 2: Key Features

- Skill Matching: Assigns consultants based on skills/availability.

- Notifications: Email alerts for assignments, refined in sprint 4.

- Allocation Dashboard: Power BI for utilization and gaps.

- Reports: Staffing efficiency reports, validated with HR.

- User Permissions: Role-based access, added in sprint 5.

Slide 3: User Stories

- Project Manager: "I want automated staffing to save time."

- HR Lead: "I want utilization reports to optimize workloads."

- Consultant: "I want email alerts for new assignments."

- Acceptance Criteria: Features functional in UAT, secure.

Slide 4: Project Timeline

- Jan-Feb 2024: Requirements, Figma wireframes.

- Mar-Apr 2024: MVP development (matching, notifications).

- May 2024: Dashboard, reports, permissions.

- Jun 2024: UAT, stakeholder feedback, deployment.

Slide 5: Key Metrics

- Staffing Time: 30% reduction (500+ hours saved).

- Onboarding Efficiency: 18% improvement (HR surveys).

- Adoption: 50+ teams using tool in first month.

- Data Accuracy: 100% match with HR database (via SQL).

Slide 6: Challenges and Solutions

- Challenge: Skill matching errors in sprint 3.

- Solution: Tested with mock data, resolved by sprint 4.

- Challenge: Notification delays in sprint 4.

- Solution: Optimized email server, fixed in UAT.

Slide 7: Next Steps

- Q3 2024: Expand to 100 teams.

- Q4 2024: Add workload forecasting.

- Q1 2025: Explore AI-based scheduling (out-of-scope for MVP).

3. Presentation Details

- Audience: HR leadership, project managers, IT team.

- Format: Presented via Microsoft Teams, slides built in PowerPoint.

- Feedback: Positive, with requests for forecasting features.

- Outcome: Tool adopted across 50+ teams, phase 2 approved.