ONE PAGE BUSINESS CASE TEMPLATE

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Summary

Our project aims to fix employee - manager relationships Rainforest Retail HR system. Allowing employees to log their holidays and help communication of who is available during the next few weeks. This platform will greatly improve productivity and help all events to be recorded in one place.

THE PROJECT

In bullet points, describe the problem this project aims to solve or the opportunity it aims to develop.

- The employee experience becomes harder to get an overview of availability and where everyone is working on a given day. So we propose an easy to use HR system which monitors the holiday/ annual leave of each employee and their respective teams.
- The main benefit of this would be to remove the need for paper records. As we create three central pages summarising holidays, user profile and manager information. This will Improve organisation having all important information in one database instead of multiple paper records.

THE HISTORY

In bullet points, describe the current situation.

- Employees' holidays are harder to manage due to growing teams and it being stored in one head office.
- Separate diaries are commonly used to track holidays and dates for employees which can be unreliable and hard to manage over time.
- Managers are unable to see where employees are taking holidays making it harder to plan months and weeks and see where employees will be.

LIMITATIONS

List what could prevent the success of the project, such as the need for expensive equipment, bad weather, lack of special training, etc.

- Time restriction - making this platform in a short amount of time may limit features
- Password management for manager page- IT and HR will need training and briefing
- Hire more iT staff to oversee changes
- Issues with transferring the employees and managers to use the systems effectively
- Requests may overload system
- Specialist training needed for implementation for HR professionals
- Accessibility issues as employees may not know how to use them.

APPROACH

List what is needed to complete the project.

- Each staff member have access to a computer to log holidays
- Training videos provided on how to use platform
- Hire more IT staff to support platform including password management
- Collaboration between HR and IT staff to transfer paper records to digital records

BENEFITS
In bullet points, list the benefits that this project will bring to the organisation.

- Greatly improved the communication of time of leave and tasks. Employees will be able to track how many days they have left and be able to request annual leave in a formal process. This HR system will also open more future opportunities for improving the communication between HR professionals and employees and monitoring productivity and progress.
- This platform will be less likely to have errors in employee details and schedule this information.
- This platform will greatly improve managers awareness of which employees are working