**ONE PAGE BUSINESS CASE TEMPLATE**

| **DATE** | 16th July 2023 |
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| **TEAM NAME** | TBC |

| **Summary**  Our project aims to fix employee - manager relationships Rainforest Retail HR system. Allowing employees to log there 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. |
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| * The employee experience becomes harder to get an overview of availabilty and where everyone is working on a given day.So we propose a easy to use HR system which monitors the holiday/ annual leave of each employee and there respective teams. * Remove the need of paper records * Improve organisation having all important information in one database. |
| **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. * Managers are unable to see where employees are taking holidays making it harder to plans months and weeks. |
| **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 * Password management - 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. |
| **APPROACH**  List what is needed to complete the project. |
| * Each staff member have access to a computer to log holidays * Training videos provided on hwo to use platform * Hire more IT staff to support platform including passwork management * Colloboration 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 organization. |
| * Greatly improved the time of leave and tasks * Less likely to have errors in employee details and schedule this information * Improving managers awareness of which employees are working |

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