# Unit 7 Final Project

# Amon-ra

# Herzing University

BU 624-7 Systems Analysis and Design

Table of Contents

[EXECUTIVE SUMMARY 4](#_Toc33296561)

[PROPOSAL 4](#_Toc33296562)

[RISKS 4](#_Toc33296563)

[RECOMMENDATION 4](#_Toc33296564)

[PROJECT OVERVIEW 5](#_Toc33296565)

[ASSUMPTIONS 6](#_Toc33296566)

[DISCUSSION OF THE PROJECT, PROBLEM STATEMENT, FACTS, AND ASSUMPTIONS 7](#_Toc33296567)

[CONCLUSION AND RECOMMENDATIONS 8](#_Toc33296568)

[APPENDIX OF SUPPORTING DOCUMENTS 9](#_Toc33296569)

### EXECUTIVE SUMMARY

The company is experiencing shortcomings in the process of being able to fill 50 monthly employment vacancies throughout its 6 different branches due to improper handling of job applications.

By tracking each application, we can ensure that no applicant is inadvertently overlooked.

### PROPOSAL

To address the above problem, we propose the following:

Create or purchase and install hiring management system software. This will allow us to track each application. Efficiently move submitted job applications through screening and interview process.

### RISKS

Increased workload for personnel charged with the responsibility of screening and interviewing new candidates.

### RECOMMENDATION

To complete this project, we need you to approve the commissioning of a hire management system in one of the following options:

1. Have a 3rd party create and deploy the system
2. Purchase an existing system

### PROJECT OVERVIEW

**Project** **Leader**: Amon-ra **Company** InterTech **Role**: Project Manager

**Project** **Title**: Hiring Management System

**Situation:**

Fifty monthly employment vacancies are not being filled.

**Project** **Rationale**:

The company workload has outgrown employee capacity. This has affected productivity and prevents the company from operating at its highest capacity.

**Assessment**:

* **The Threat:** Each day the company falls behind in its workload, creating a backlog. Eventually the backlog will become totally unmanageable, eventually resulting in work be incomplete and possibly dropped.
* **The Opportunity**: The company is growing and is experiencing a growth in business. Adapting to the growing workload will increase company revenue.

**Deliverables**

* Source Code
* Documentation
* Hiring Management System
* Training

**Developing the problem statement**

* 6 branch locations
* 50 employment vacancies every month
* are suffering from a lack of sufficient staffing
* work performance bottleneck

**Facts gathered for the project**

* There are 50 employment vacancies per month
* 1000 job applications submitted
* Employment vacancies are not being filled
* Job applications are not receiving full treatment and affecting fulfillment of job vacancies

### ASSUMPTIONS

* Tracking job applications will ensure each application receives proper and full review
* Full review of all job applications will fulfill monthly job vacancies
* Filled job vacancies will increase capacity
* Increased capacity will increase productivity and resolve backlog

### DISCUSSION OF THE PROJECT, PROBLEM STATEMENT, FACTS, AND ASSUMPTIONS

Project

This project will address staff shortage issues at the by tracking approximately 1000 job applications and ensuring that they at fully reviewed and evaluated for employment. A hiring management system will be created or purchased and installed for tracking purposes.

Problem Statement

Company-wide, all 6 branch locations are suffering from a lack of sufficient staffing. This has affected the efficiency, effectiveness and overall productivity of all departments. On a daily basis, the workload has overwhelmed employees and bottlenecked work performance. Targets have been missed, deadlines have been breached and a backlog is ever-increasing.

Facts

Each month, the company sees a need to hire 50 new employees. We receive approximately 1000 employment applications from potential candidate seeking a position with our company. Though there is no shortage of candidates within the talent pool, job vacancies are not being filled.

Assumption

The backlog of work stems from a lack of filling job vacancies. Filling employment vacancies will increase company capacity and improve the ability to accommodate the workload and clear the backlog of work. Tracking jobs applications will ensure that each of the approximate 1000 applications is fully reviewed and the 50 monthly job vacancies will be filled.

### CONCLUSION AND RECOMMENDATIONS

Job applications are not receiving full evaluation. A tracking system will record progress of the applications as they are processed. This will afford the hiring team to forward the applications through each step in the process and avoid applications falling through. The tracking system will be created by a 3rd party or purchased from a software vendor.

### APPENDIX OF SUPPORTING DOCUMENTS

|  |  |  |
| --- | --- | --- |
| HIRING MANAGEMENT SYSTEM SOFTWARE | | |
| FastrackONboard | Atomic Hire | ApplicantPRO |
| Crelate | BambooHR | Infor Talent Science |
| Big Biller | Breezy HR | Appcast |
| Crosschq | Bryq | Workable |
| Postings.com | Built for Teams | JobScore |
| CakeHR | CEIPAL TalentHire | Comeet |
| Atlas by Workland | Hired | Recruiterflow |
| Recruiterbox | iCIMS TextRecruit | Pinpoint |
| Clear Company | JazzHR | Greenhouse |
| Eightfold.ai | Manatal | ZipRecruiter |
| Pipefy | PCRecruiter | Turazo |
| HIreSelect | PeopleFluent Recruitment | iCIMS TextRecruit |
| Fountain | QJumpers | Zoho Recruit |
| AllyO | Saba TalentLink | FreshTeam |
| SutiHR | SmartRecruiters | Cornerstone Recruiting |
| JobDiva | TalentSearch | CareerArc Social Recruiting |

|  |  |  |
| --- | --- | --- |
| SOFTWARE DEVELOPING COMPANIES | | |
| DEPALM STUDIOS | DCSL SOFTWARE | ITECHART GROUP |
| SPIRAL SCOUT | XFIVE | SYBERRY |
| MOJOTECH | NEOTERIC | DOCKYARD |
| DICEUS | ACCELONE | STX NEST |
| EL PASSION | SINGLEMIND | SYNERGO GROUP |
|  |  |  |

References

Best Recruiting Software: 2020 Reviews of the Most Popular Tools & Systems. (n.d.). Retrieved February 22, 2020, from https://www.capterra.com/recruiting-software/

Executive Summary Report. (n.d.). Retrieved February 22, 2020, from https://www.projectmanagement.com/wikis/354324/Executive-Summary-Report

James, G. (2015, February 12). How to Write a Compelling Executive Summary. Retrieved from https://www.inc.com/geoffrey-james/how-to-write-a-compelling-executive-summary.html

Usmani, F. (2019, December 15). Assumptions and Constraints in Project Management. Retrieved from https://pmstudycircle.com/2012/10/assumptions-and-constraints-in-project-management/

Valacich, J. S. & George, J. F. (2016). Modern systems analysis and design (8th ed.). Upper Saddle River, NJ: Pearson

What are Project Assumptions? (n.d.). Retrieved February 22, 2020, from https://www.pmbypm.com/what-are-assumptions/