

## Planning logic

Date	24 JUNE 2025
Team ID	LTVIP2025TMID29797
Project Name	workforce administration solution (dev)
Maximum Marks	

### 1. Project Overview

#### 1.1 Objective:

Define the purpose of the solution in one to two sentences.

#### 1.2 Background & Business Context:

Briefly describe current HR/workforce administration processes and pain points.  
Why is this solution being developed now?

### 2. Goals & Success Criteria

#### Key Performance Indicators (KPIs):

- E.g., Reduction in onboarding time
- E.g., % decrease in HR support tickets
- E.g., System uptime, user adoption rates

### 3. Project Scope

#### 3.1 In-Scope Functionalities:

- Employee onboarding/offboarding
- Attendance & leave tracking
- Role & permission management
- Self-service portal

### 3.2 Out-of-Scope (for this phase):

- Payroll processing
- Time tracking hardware integrations

### 4. Non-Functional Requirements

- **Security:** Role-based access control, data encryption
- **Scalability:** Support for X number of users
- **Performance:** Response time < 2 seconds for common tasks
- **Reliability:** Uptime > 99.5%
- **Compliance:** GDPR, FMLA, local labor laws

### 5. Core Capabilities Required

- User management and role-based access
- Workflow automation
- System integration (with existing HRMS, IDP, etc.)
- Reporting & analytics dashboard
- Security & compliance support (e.g., GDPR, SOC 2)

6. Technical Architecture

- **Frontend:** React / Angular for self-service portals
- **Backend:** Node.js / .NET Core / Java Spring Boot
- **Database:** PostgreSQL / SQL Server
- **Integrations:** API connectors for payroll, benefits, compliance systems
- **Cloud Infrastructure:** AWS / Azure

7. Development Phases & Milestones

Phase	Duration	Deliverables
Requirements & Design	2 weeks	Detailed specs, data model, UI wireframes
MVP Development	4–6 weeks	Employee profile, time tracking, basic scheduling
Integration & Testing	2 weeks	Payroll integration, unit tests, API validations
Pilot & Feedback	1–2 weeks	User feedback, bug fixes
Go-Live	1 week	Production release, training docs

## 8. Risk Management

Risk	Mitigation Strategy
Data privacy breach	Implement strong encryption and audit logs
Scope creep	Use change request process
Integration failures	Early testing with mock APIs

## 9. Metrics & KPIs

- % reduction in manual HR tasks
- Time to onboard new employee
- % of employee self-service adoption
- Compliance audit readiness score
- SLA adherence

## 10. Governance & Change Management

- Weekly standups for Dev team
- Monthly steering committee review
- Change control board for scope/feature changes
- End-user training and support plan