Project Design Phase
Problem – Solution Fit Template

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

1. Target Customer / User Segment

- Primary Users: HR managers, operations managers, team leads, payroll administrators

- Secondary Users: Employees, contractors, compliance officers

- Company Profile: Medium to large-sized businesses with 50–5,000 employees, often in industries like healthcare, logistics, manufacturing, or IT services.

2. Problem Statement

➔ **Core Problem:** Administrative workforce management processes are manual, fragmented, or reliant on legacy systems.

➔ **Consequences:**

◆ Time wasted on repetitive tasks

◆ Increased risk of human error in payroll or scheduling

◆ Poor employee experience

◆ Compliance issues due to inconsistent record-keeping

➔ **Current Workarounds:** Excel spreadsheets, disjointed HR software, paper-based records, manual compliance checks.

3. Evidence of the Problem

- **Interviews / Surveys:**

    - "We use three different tools to manage attendance, payroll, and onboarding—none of them talk to each other."

    - "Manual tracking results in at least one payroll error per month."

- **Data:**

    - HR spends 30–50% of their time on administrative tasks.

    - Compliance audits result in at least 2–3 corrective actions annually.

4. Proposed Solution

- **Solution Description:**
  A centralized, web-based Workforce Administration Platform that streamlines employee records, scheduling, compliance tracking, and integrates with existing HR and payroll tools.

5.   Key Features (Dev Perspective)

Feature	Description	Priority
Employee data management module	CRUD interface with audit trail	High
Shift & availability planner	Real-time UI with drag-and-drop scheduling	High
Compliance dashboard	Auto-flag issues and report generator	Medium
API integration layer	RESTful API support for external systems	High

Role-based access control (RBAC)	Secure access per user type	High
Notifications & alerts	Email/SMS reminders for critical actions	Medium

6. Value Proposition

- Reduces administrative workload by 40–60%

- Improves data accuracy and compliance readiness

- Enhances employee satisfaction via transparent scheduling and communication

- Integrates with existing HR/payroll tools to avoid rip-and-replace

7. Assumptions to Test

- Admins want a unified platform vs specialized tools

- Integration with existing systems (e.g., SAP, ADP) is feasible and valuable

- Users (especially in HR) are open to transitioning to a new digital system

- Employees will adopt self-service portals for leave, documents, etc.

8 . Solution Validation Plan

How will you validate this solution with real users?

- Prototype testing with 3 HR departments

- Usability testing of core features (scheduling, data entry)

- A/B test with current vs. new system for task completion time

- Feedback loop via in-app surveys and interviews

9. Expected Outcomes

What changes will success bring?

- **30–50% time saved** in scheduling and data management

- **Reduction in compliance risks** due to built-in alerts and audits

- **Improved employee satisfaction** with clear, accessible records

- **Better decision-making** from real-time analytics