Project Charter

A. General Information

Project Title:	Smart Hiring Analytics: Empowering Recruitment Through Data Insights
Brief Project Description:	Developing an Employability Analytics Application to provide HR professionals with actionable insights into job market trends, skill demands, salary benchmarks, and future workforce needs. This solution will utilize advanced data analytics and visualization technologies like Python, SQL, Tableau, and cloud platforms to create interactive dashboards, heatmaps, and tailored reports. The goal is to enable data-driven recruitment and workforce management decisions effectively.
Prepared By:	Group 11 Manjunath Reddy Edla Jagadeeshwar Reddy Gaddam Hareen Edla Surendar Gaddam Sai Charan Reddy Enukonda

Date:	January 27th 2025	***Version:***	1.0

B. Project Objective:

Explain the specific objectives of the project. For example: What value does this project add to the organization? How does this project align with the strategic priorities of the organization? What results are expected? What are the deliverables? What benefits will be realized? What problems will be resolved?

The goal of this project is to design and develop an Employability Analytics Application that provides HR professionals with actionable insights into:

- **Job Market Trends:** Analyzing current market conditions and identifying emerging employment patterns.
- **Skill Demands:** Highlighting in-demand skills and knowledge areas for better workforce planning.
- **Salary Benchmarks:** Offering competitive salary insights based on industry and geography.

Future Workforce Needs: Predicting workforce demands using advanced analytics and trends.

C. Assumptions

List and describe the assumptions made in the decision to charter this project. Please note that all assumptions must be validated to ensure that the project stays on schedule and on budget.

- Access to reliable and up-to-date data sources for job market trends and salary benchmarks.

- Availability of skilled resources proficient in Python, SQL, Tableau, and cloud platforms.

- Stakeholders will actively participate in requirement gathering and testing phases.

- Necessary funding and infrastructure for development and deployment will be provided.

- Timely feedback from HR professionals to refine the application's features.

D. Project Scope

Describe the scope of the project. The project scope establishes the boundaries of the project. It identifies the limits of the project and defines the deliverables.

- Develop a web-based or cloud-hosted analytics application.
- Create interactive dashboards and visualizations (e.g., heatmaps) using Tableau.
- Integrate data sources (e.g., job portals, market reports, and company databases).
- Implement tailored reporting features for HR professionals.
- Ensure compliance with data privacy and security standards.

List any requirements that are specifically excluded from the scope.

- Ongoing maintenance post-launch.
- Integration with third-party HR management tools (unless explicitly requested).

E. Project Milestones

List the major milestones and deliverables of the project.
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Milestones	Deliverables	Date
Project Initiation and Planning	Project Charter, Requirements Document, Project Plan Data Collection and Preprocessing	Week1-2
Data Collection and Preprocessing	Data Inventory Report, Preprocessed Data Application Design	Week3-4

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Application Design	System Architecture Diagram, Dashboard Wireframes	Week5-6
Backend Development	Python Scripts, SQL Schema, Data Pipelines Visualization and Reporting	Week7-10
Visualization and Reporting	Tableau Dashboards, Heatmaps, Reports	Week 11-14
Testing and Quality Assurance	Test Cases, QA Sign-Off	Week 15
Deployment and User Training	Deployed Application, Training Materials	Week16

F. Impact Statement

List the impact this project may have on existing systems or units.
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Potential Impact	Systems / Units Impacted
HR Systems Integration	Existing HR management systems may require updates or integration to work with the analytics application.
IT Infrastructure	Increased demand for cloud resources and database capacity to handle data processing and storage.
Compliance and Data Security	In order to comply with privacy laws such as the GDPR, current data handling rules may need to be revised.
Workforce Training	HR professionals and IT teams may need training to use the new application effectively.
System Performance	Potential performance bottlenecks in legacy systems due to added data extraction and integration requirements.
Business Processes	Changes in recruitment and workforce management strategies based on data-driven insights.
Project Closure	Post-Implementation Review, Final Documentation

G. Roles and Responsibilities

Describe the roles and responsibilities of project team members followed by the names and contact information for those filling the roles. The table below gives some generic descriptions. Modify, overwrite, and add to these examples to accurately describe the roles and responsibilities for this project.

Sponsor: Provides overall direction on the project. Responsibilities include: approve the project charter and plan; secure resources for the project; confirm the project's goals and objectives; keep abreast of major project activities; make decisions on escalated issues; and assist in the resolution of roadblocks.

Name	Email / Phone
Maria Weber	maria.l.weber@slu.edu

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Project Manager: Leads in the planning and development of the project; manages the project to scope. Responsibilities include: develop the project plan; identify project deliverables; identify risks and develop risk management plan; direct the project resources (team members); scope control and change management; oversee quality assurance of the project management process; maintain all documentation including the project plan; report and forecast project status; resolve conflicts within the project or between cross-functional teams; ensure that the project's product meets the business objectives; and communicate project status to stakeholders.

Name	Email / Phone
Hareen Edla	hareen.edla@slu.edu

Team Member: Works toward the deliverables of the project. Responsibilities include: understand the work to be completed; complete research, data gathering, analysis, and documentation as outlined in the project plan; inform the project manager of issues, scope changes, and risk and quality concerns; proactively communicate status; and manage expectations.

Name	Email / Phone
Manjunath Reddy Edla	manjunathreddy.edla@slu.edu
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Surendar Gaddam	surendar.gaddam@slu.edu
Sai Charan	saicharanreddy.enukonda@slu.edu

Customer: The person or department requesting the deliverable. Responsibilities include: partner with the sponsor or project manager to create the Project Charter; partner with the project manager to manage the project including the timeline, work plan, testing, resources, training, and documentation of procedures; work with the project team to identify the technical approach to be used and the deliverables to be furnished at the completion of the project; provide a clear definition of the business objective; sign-off on project deliverables; take ownership of the developed process and software.

Name	Email / Phone

Subject Matter Expert: Provides expertise on a specific subject. Responsibilities include: maintain up-to-date experience and knowledge on the subject matter; and provide advice on what is critical to the performance of a project task and what is nice-to-know.

Name	Email / Phone
Maria Weber	maria.l.weber@slu.edu

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H. Resources

Identify the initial funding, personnel, and other resources committed to this project by the project sponsor.

Resource	Constraints
Project Budget	$ 2000
Tools	Python, SQL, Tableau, PowerBI, cloud platforms
Infrastructure	Cloud hosting services (AWS/GCP)

I. Project Risks

Identify the high-level project risks and the strategies to mitigate them.

Risk	Migitation
Delays in data acquisition	Collaborate with reliable data providers; plan buffer timelines.
Insufficient technical resources	Upskill team members; hire consultants if necessary.
Scope creep	Strict change management process; regular scope reviews.
Budget overruns	Monitor expenses regularly; seek approvals for additional funds.

K. Signatures

The signatures of the people below document approval of the formal Project Charter. The project manager is empowered by this charter to proceed with the project as outlined in the charter.

Customer:		
Name	**Signature**	**Date**
Project Sponsors:		
Name	**Signature**	**Date**
Maria Weber		

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Project Manager:		
Name	**Signature**	**Date**
Hareen	**Hareen Edla**	**Jan 25 2025**