

Project Charter Document

1. Project Overview

Project Name: Employeeest

Project Manager: Ira Datsiuk

Product Owner: Misha Vovk

Backend Architect & Developer: Oleksii Datsiuk

Frontend Developer & UI/UX Designer: Arsen Polivka

2. Project Objectives

The objective of this project is to develop an **Employeeest** that enables businesses to efficiently manage employees, track project progress, optimize workforce allocation, and enhance collaboration. The system will provide a structured, automated, and scalable platform for handling employee records, task distribution, and team productivity.

3. Problems to Solve

- **Lack of Employee Oversight:** Businesses struggle to track employees, their roles, and responsibilities effectively.
- **Inefficient Task Distribution:** Assigning and monitoring employee tasks is often disorganized and time-consuming.
- **Inadequate Performance Tracking:** There is no streamlined way to evaluate individual or team performance.
- **Security Concerns:** Employee data and business information need to be protected from unauthorized access.
- **Limited Scalability:** Existing solutions may not scale with growing business needs.
- **Poor User Experience:** Many management systems have complex, unintuitive interfaces that slow down operations.

4. Expected Outcomes

- A **user-friendly** system with an intuitive UI/UX for seamless employee and task management.
- A **role-based access control** system ensuring different permission levels for business owners, managers, and employees.
- A **project management dashboard** providing real-time insights into project status and workforce allocation.

- A **performance analytics module** to monitor employee efficiency and team productivity.
- An **automated notification system** for updates on tasks, deadlines, and project changes.
- A **secure, scalable** platform capable of handling business growth and increasing user loads.

5. Target Audience & Stakeholders

Primary Users:

- **Business Owners:** Manage employees, projects, business-related configurations, and company statistics.
- **Project Managers/Team Leaders:** Oversee project timelines, assign tasks, and monitor team performance.
- **Employees:** View assigned tasks, report progress, and collaborate with team members.
- **HR Professionals:** Use the system for employee onboarding, role management, and payroll tracking.

Stakeholders:

- **Company Executives:** Require business insights and reporting functionalities.
- **IT & System Administrators:** Maintain system security, database performance, and software integrations.
- **Investors/Board Members:** Monitor business performance through system-generated reports.

6. Project Scope & Constraints

Scope

- **Functional Requirements:**
 - **Employee Management:**
 - Register, update, and remove employees.
 - Assign employees to projects and teams.
 - Define roles, responsibilities, and access permissions.
 - **Project & Task Management:**
 - Create and manage projects.
 - Assign tasks to employees.
 - Track task completion status and deadlines.
 - **Performance Tracking & Analytics:**
 - Generate employee performance reports.
 - Track team productivity with real-time insights.
 - **Authentication & Security:**

- Multi-factor authentication (MFA) support.
 - Role-based access control (RBAC) for different levels of permissions.
- **Notification & Alerts System:**
 - Automated alerts for task assignments and deadline reminders.
- **Collaboration Tools:**
 - Team chat and discussion boards for better communication.
- **Non-functional Requirements:**
 - **Scalability:** System should support up to **1,000 concurrent users**.
 - **Performance:** API response time should not exceed **300ms**.
 - **Security:** Implement **AES-256 encryption** for sensitive data storage.
 - **Availability:** Ensure **99.9% uptime** using cloud-based infrastructure.
 - **Cross-Platform Compatibility:** The system should be accessible via web and mobile devices.

Constraints

- **Budget limitations** may restrict third-party integrations.
- **Time constraints** may impact the development timeline.
- **Compliance with GDPR** and **data protection regulations** is mandatory.
- **Limited initial workforce** for product maintenance and scaling.

7. Risk Assessment & Mitigation Strategies

Risk	Impact	Mitigation Strategy
Scope Creep	High	Define clear feature requirements and prioritize functionalities. Conduct regular sprint reviews.
Security Breaches	High	Implement strong encryption, secure API authentication, and role-based access control. Conduct regular penetration testing.
Performance Issues	Medium	Optimize database queries, implement caching, and conduct performance benchmarking.
Limited User Adoption	Medium	Provide comprehensive user documentation, training materials, and onboarding support.
Resource Constraints	High	Adopt an agile development approach, focusing on iterative releases and incremental improvements.

8. Project Timeline & Milestones

Milestone	Estimated Completion
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System Design & Architecture	Month 1
Backend & API Development	Month 2
Frontend Development	Month 2
Integration & Testing	Month 3
Beta Release & User Feedback	Month 3
Final Deployment & Launch	Month 4
Post-launch Support & Enhancements	Ongoing

9. Tools & Technologies

- **Programming Languages:** Java (Spring Boot), JavaScript (React.js)
- **Database:** PostgreSQL
- **Version Control:** Git, GitHub
- **Project Management:** Github Board, Trello
- **Collaboration Tools:** Telegram
- **Hosting & Deployment:** Azure, Docker, Kubernetes
- **Testing & CI/CD:** JUnit, TestNG, Selenium, Github Actions

10. Success Metrics

- **Adoption Rate:** At least **70% of target businesses onboarded** within the first 6 months.
- **System Uptime:** Maintain **99.9% availability**.
- **User Satisfaction:** Achieve an **80% satisfaction rating** in feedback surveys.
- **Performance Benchmarks:** Ensure **average response time < 300ms** under load.
- **Security Compliance:** Pass all **penetration testing and GDPR audits**.

11. Conclusion

This **Project Charter** defines the goals, scope, risks, and success criteria for the Employee Management System. By implementing a structured approach, utilizing the latest technologies, and adhering to best security practices, we aim to deliver a **scalable, high-performance, and user-friendly platform**. Through **agile methodologies, continuous improvements, and user feedback**, we will ensure the system meets business requirements and evolves with changing industry needs.