**Project Plan**

**<Recruitment application auto generator>**

**<Partner Organization(if any)>**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor |  |
| Team Member | Sunny Arun |
| Team Member | Yoo Kyung Baek |
| Team Member | Tan Loi Ngo |
| Team Member | Xiaolin Wang |
| Team Member | Ke Wang |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| 1.1 | 01-19-2022 |

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**1. Executive Summary**

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Unemployment rates are spiking and a better way to stabilize the economy is to find the right candidate for the respective role and vice versa, opening job markets for freshers and experienced people with the appropriate recommendation.  Due to the impact of the current epidemic, more and more people are looking for companies that can work from home, and most companies have laid off employees or directly gave employees a year of vacation due to the epidemic, which has affected employees and their families to varying degrees. |
| Corporate Goals Addressed | Time cannot be bought or created but can be saved. Sorting people on their experience, location, and proficiency in their respective area of work has to me made faster and efficient which saves a lot of time for both the candidate and the hiring company.  Career sites can make the most of the current pandemic situation. |
| Planned Start Date | 01-19-2022 |
| Planned End Date | 01-21-2022 |

**2. Project Approvers, Reviews and Distribution List**

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Programmer | Sunny Arun |  |  |
| Programmer, communications | Yoo Kyung Baek |  |  |
| Programmer | Tan Loi Ngo |  |  |
| Programmer, communications | Xiaolin Wang |  |  |
| Programmer | Ke Wang |  |  |

**3. Scope**

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| A web application to generate automated recruitment document for recruiters and receive applications | Personal training for the applicants how to use the program |
| Setting up application to receive applicants who are nearby | Training manual for new customer service team |
| Training Customer Service team on how to use the system | Users upload vaccine certificates directly |
| Design a separate webpage for WFH |  |

**4. Deliverables**

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Website | A complete functional website with all features including our own database for registered users. |
| Online Training Program | Hand on support to familiarize the team our website |
| Instruction Manual | A soft copy of every pinpoint data required to use the website to its full potential |
| Ad space | Add advertising space on the website to attract investment to maximize profits for the company |

**5. Assumptions**

This project makes the following assumptions.

1. Access to required resources including both human and material.
2. Team members will have every possible access to the provided resources to finish their respective tasks
3. Provided Equipment to be functional through out the project
4. The scope does not change

**6. Dependencies**

The following are the internal and external dependencies that will have to be acknowledged and addressed.

1. To user test the developed platform complete coding must be done on time
2. Page Designing must be completed by a person or a maximum of 2 to compensate dissimilarities.

**7. Risk Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Team member falling sick | H | M | Breaking down the task efficiently to the rest of the team. |
| Printer out of Toner | L | M | Proper record what in stock and what is out |

**8. Communication**

**Reporting**

The following reports will be produced.

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Progress | Project Manager | Daily |
| Budget | Project Manager | Monthly |

**Meetings**

The following meetings/communication will be established.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| Live Meeting | Gathering everyone for a synchronous exchange of progress | Stakeholders | Weekly |
| Text Message/Mails | To connect people in different time zones to keep an active communication | Customer Service | Daily |

**9. Task Listing (WBS- Work Breakdown Structure)**

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A | Planning | 12 | i |
| B | Research | 7 | i |
| C | Combining Collected Data | 5 | i |
| D | Conclusion | 2 | i |
| E | Follow Up | 3 | i |

**10. Gantt Chart**

Create a detailed Gantt Chart from your Task Listing (Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

Below is an example:

****

**11. Milestones**

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
| Final Document | 01-19-2022 | Xiaolin Wang |
| Prototype | 01-21-2022 | Project Manager |

**12. RAM – Responsibility Assignment Matrix**

Create a RAM from your Task Listing. A sample is shown below:

**Table

Description automatically generated**

**13. Approval**

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Programmer | Sunny Arun | Sunny | 01-21-2022 |
| Programmer | Yoo Kyung Baek | Ashley | 01-21-2022 |
| Programmer | Tan Loi Ngo | Jack | 01-21-2022 |
| Programmer | Xiaolin Wang | Eric | 01-21-2022 |
| Programmer | Ke Wang | Vicky | 01-21-2022 |