Sybrid

Scope of Work

Employee Self Service (ESS) Module

Contents

1. Executive Summary

1.1 Project Objective

This Module covers the use of employee self-service (ESS) transactions include employee personal data and updates, Leaves, DAC, bank letter request, visa letter request, organization chart, employee training/e-learning, access to handbooks, policies and other organizational information, and wellness resources.

ESS portals also play an important role in raising HR's stature in the organization, enabling HR professionals to spend more time on strategic efforts in line with the organization's goals.

The purpose of the document is to present the stakeholder requirements needs for web application completely, users will be able to login and access all information about Employee self-service (ESS), this portal is web-based tools through which employees can access relevant information and conduct certain transactions from a central online site.

Key objectives that Sybrid is expected to meet are as follows:

1. To provide a quality and timely function for users to maintain HR (ESS) Module
2. Provide a web application.
3. To Provide a User Interface with the flexibility to integrate future requirements or change Management.

2. Technical Proposal

The development of this software will help organizations and department,
this transformation of HR service delivery requires an elemental change in the way HR professionals view their roles and ability to provide HR service delivery using technology.

Under this heading, the approach and methodology will be explained – how it can help solve the recipient issue, identify the company's plan for execution and provide technical details. The degree of utilization depends on the project's scope.

2.1 Functional Requirements

Sybrid would be required to provide the following services:

- Admin portal link on dashboard
- Learning and Development
- Policy folder
- Leaves
- DAC
- Bank Letter Request
- Visa Letter Request
- Team Organization Chart

2.1.1 Admin Portal Link.

a. Through web application user can login and view dashboard.
b. User can login admin portal through click on provided link in dashboard
c. User will login with their credentials in admin portal

2.1.2 Learning and Development

a. ESS portals can be used to track employee training requirements, completion dates and recommended or optional training offerings,

b. All users can enroll in training which post on ESS Portal
c. Specific users will get courses/training in their portal
d. Certificates delivers on complementation.

2.1.3 Policy Folder

a. Admin will post policy for employees.
b. User will read policies.

2.1.4 Leaves

a. Employee can see their respected leaves and apply.

2.1.5 Bank Letter Request

a. Employee sends request for Bank letter.
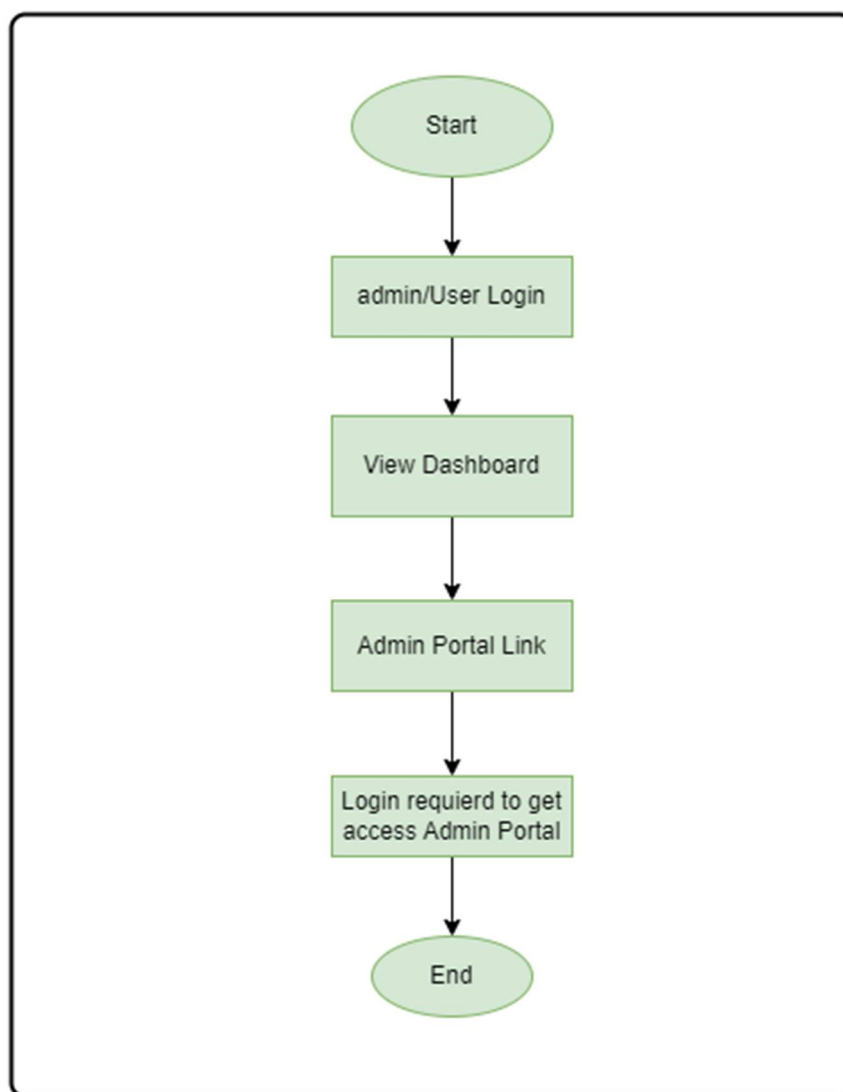b. Admin/HR send Letter to concern Employee.

2.1.6 Visa Letter Request

a. Employee sends request for Visa letter.
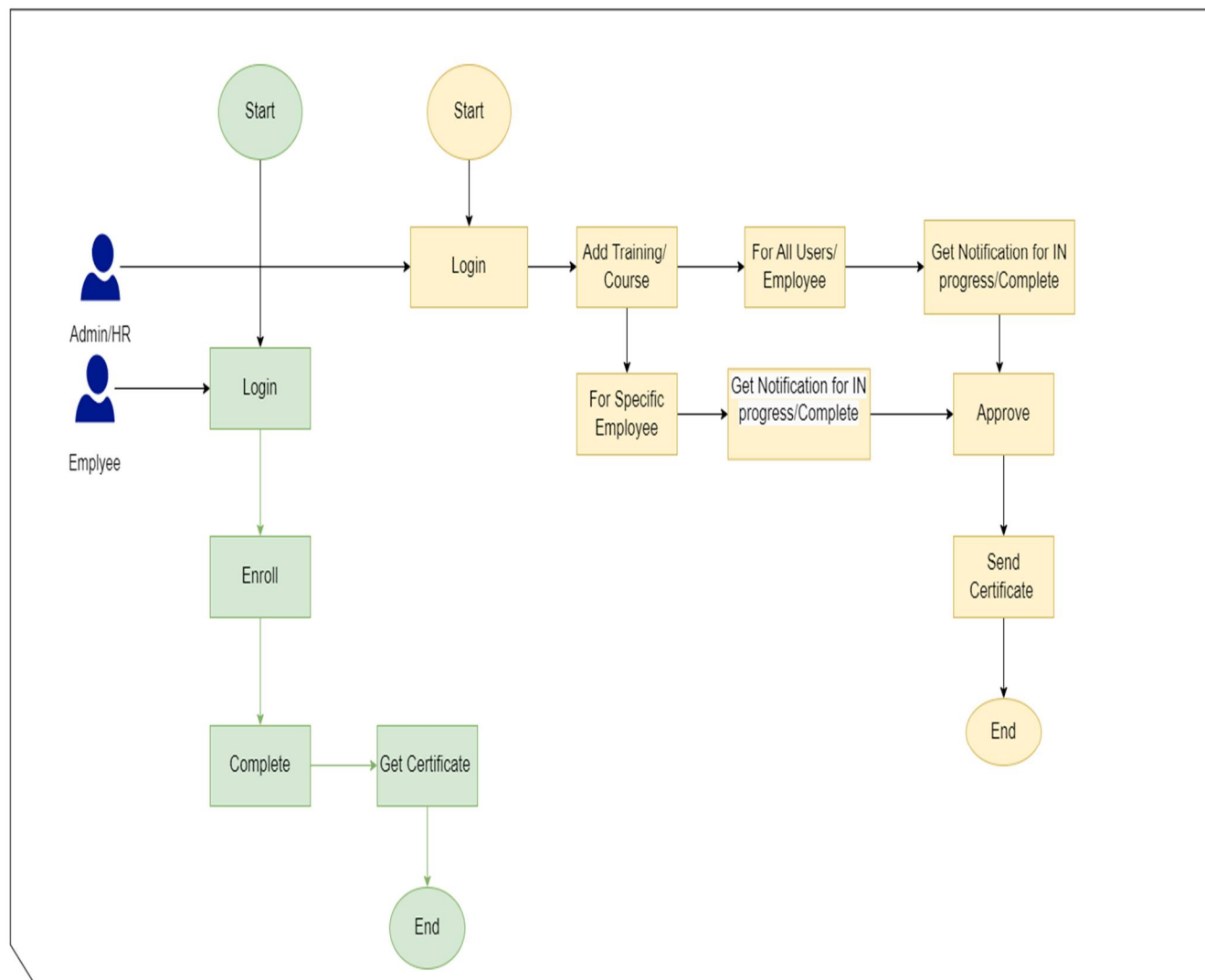b. Admin/HR send Letter to concern Employee.

2.1.7 Team Organization Chart

a. Employee can see their team organization chart in hierarchy on dashboard.
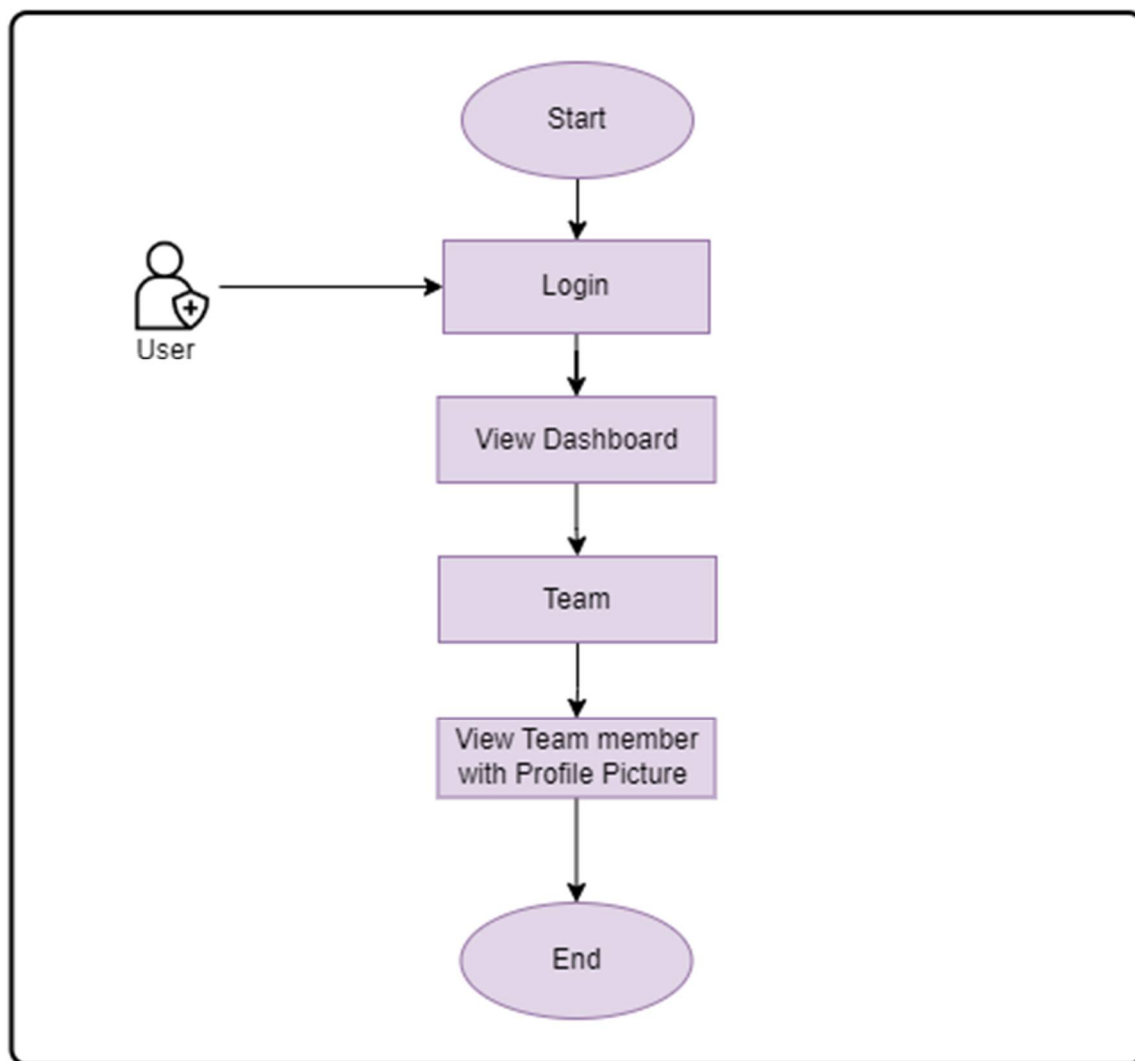
2.2 Process Flow

Admin Portal Linking

Learning and Development

Team Organization Chart

2.3 Technology and Security Considerations

1. Security: three-tier architecture to ensure data security and prevent unauthorized access.
2. Integration points of the proposed solution shall be accessible through a secure VPN tunnel.

2.4 Technology Stack

The following will be the technology stack during implementation of web Application:
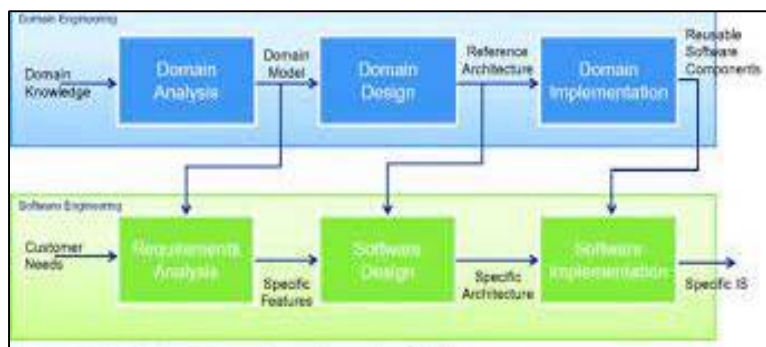
Framework: .NET

Language: C#

Database: SQL Server 2017

2.5 Technical Approach

Sybrid followed the structured approach including various distinct steps.

1.   Define the domain to be examined.
2.   Collect Domain Knowledge from domain experts / subject matter experts and collaboration platforms.
3.   Analyze the gathered knowledge.
4.   Develop and evaluate the domain model

A model usually develops for the development of software applications, including the domain definition, in particular, the UML class diagram can be used for modeling the domain entities, and the UML use cases diagram for modeling the domain functions.
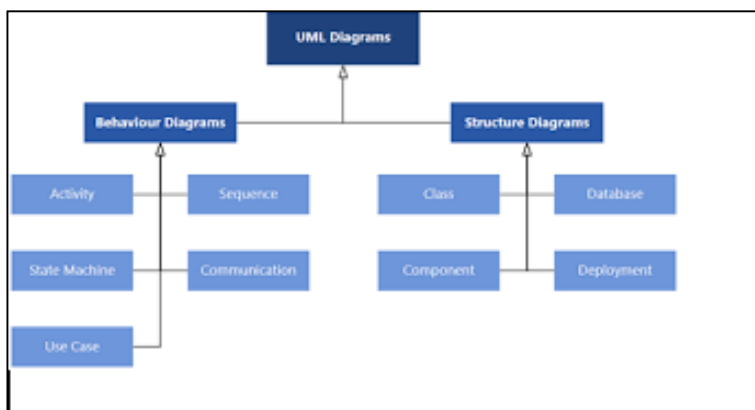
To develop **"HRMS (ESS Module)" the** following activities can be performed.

- **Domain modeling**. Understanding the environment in which a system may be introduced – the business processes and rules. This is typically an activity that precedes a decision to develop a software system.

- **Requirements engineering.**
  - Requirements elicitation → will identify the problem and pain areas.
  - Requirements analysis →   will categorize, prioritize, and model requirements
  - Define → What the system is to do.

- **Design the system**. Determining how the problem will be solved.

- **Implementation**. Acting upon the decisions made at the design stage.
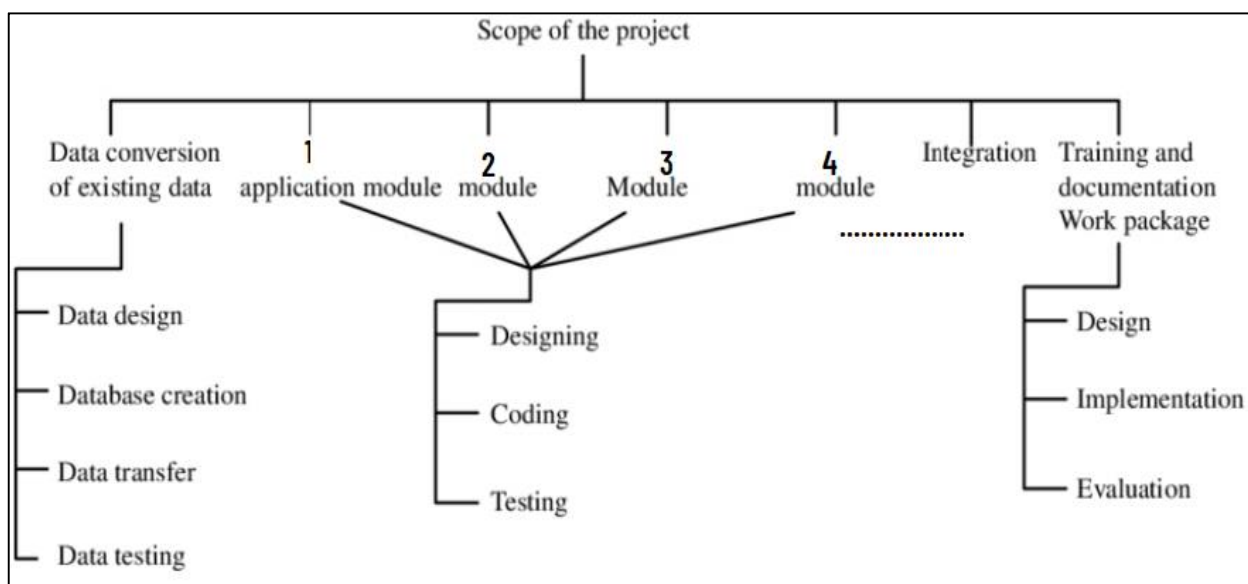
- **Testing**. Testing what you have done so that you can determine whether or not you have solved the problem.

intellectual property management system is likely to break up most problems into smaller, more manageable chunks, and deal with each one separately. It will then be necessary to bring the chunks together into a unified whole – Integration.

The *delivery* of the software system will be carried out separately, as contractual implications will be part of the process.

The maintenance activity will be carried out separately, which allows a software system to evolve to:

- correct errors
- adapt to a changing environment
- introduce enhancements required by the customer
- improve the software in anticipation of future changes

  The following visual representation depicts our typical Software Development Project Life Cycle:
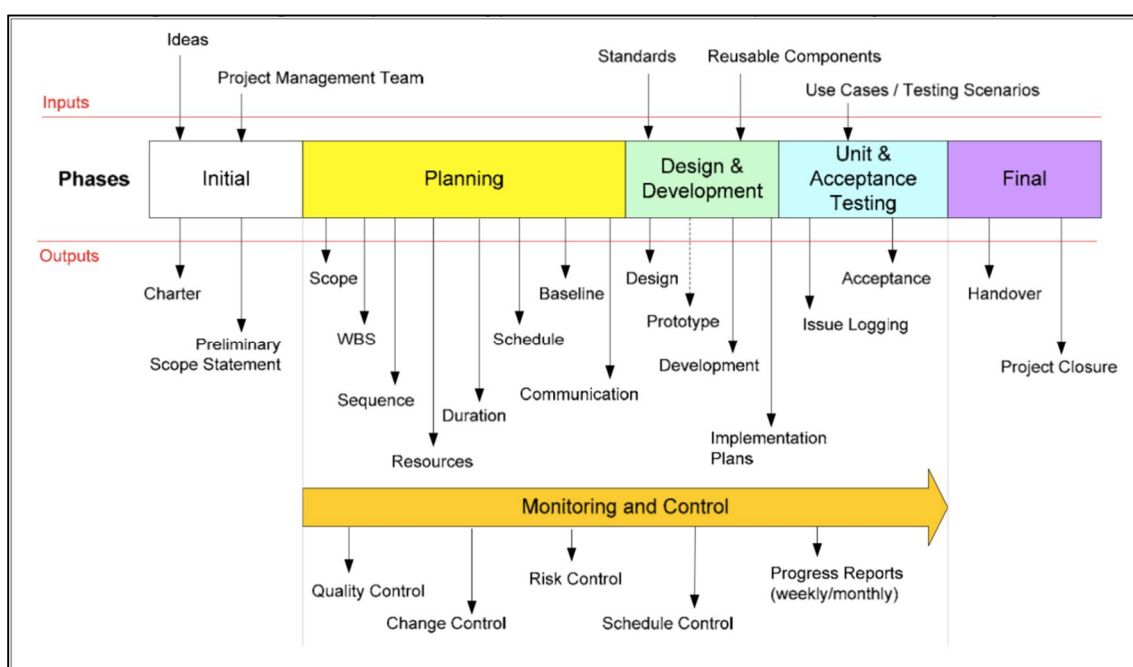
In addition, we follow standard Project Management practices to ensure effective and efficient management of the project.

For the successful ongoing management and conclusion of this project, some procedures must be carried out and maintained throughout the life of the project. These procedures are intended for keeping the project on track, in terms of its schedule, and its functionality. These procedures include weekly status reports, minutes of meetings, change control, issue management, and risk management.

The Problem being addressed during Sybrid's Project life cycle

Problem	The technical approach followed to address the problem
Communication Breakdown	Every member had to know a project's coding strategy, objective, and goals.
Feature Overload - The largest obstacle that Sybrid's observed when it comes to launching a new software package is the desire to put too much into one application.	To overcome this, we were more specialized rather than more general—look for sub-niches.
Integration Issues – Software Modules Integration	System Integration Testing was performed to verify the interactions between the modules of a software system. Verified a software system's coexistence with others and tests the interface between modules of the software application. In this type of testing, modules are first tested individually and then combined to make a system. Sybrid, software, and/or hardware components are combined and tested progressively until the entire system has been integrated.
Feature Creep The excessive expansion of new features— was the common obstacle SYBRID saw software developers confront.	The most effective way to combat this issue was to consistently and thoroughly conduct customer development interviews to validate each feature and make sure it meaningfully targets the issue Sybrid set out to solve. Continued to conduct these interviews even after a successful launch of the application.

2.6 Suggested Methodology

2.6.1 Hybrid Methodology

Due to the nature of the project – the Hybrid (Waterfall and Agile) methodology will be used by Sybrid Team. It can lead to benefits that cannot be achieved by using either Agile or Waterfall on its own.

In most cases, software projects are started to fulfill a customer request. It's still relatively common that the client does not like the full Agile approach, as the budget and timeframe due to the lack of a detailed planning phase cannot be defined and fixed well in advance. In this case, the Hybrid model can be a good solution. The Waterfall approach can be used for application design, planning, and requirements definition, while an Agile method is used for development and testing.

How Sybrid will use Hybrid Methodology

Planning, design, and requirements definition can be done with Waterfall, but development and test in short sprints using Agile (Scrum)
Implement new types of communication channels, and a collaborative software tool to support information exchange, data consistency, and traceability across the lifecycle
Involve Product Owners and clients in the communication early and often
Define standard compliance expectations and focus on them in the design-planning phase.
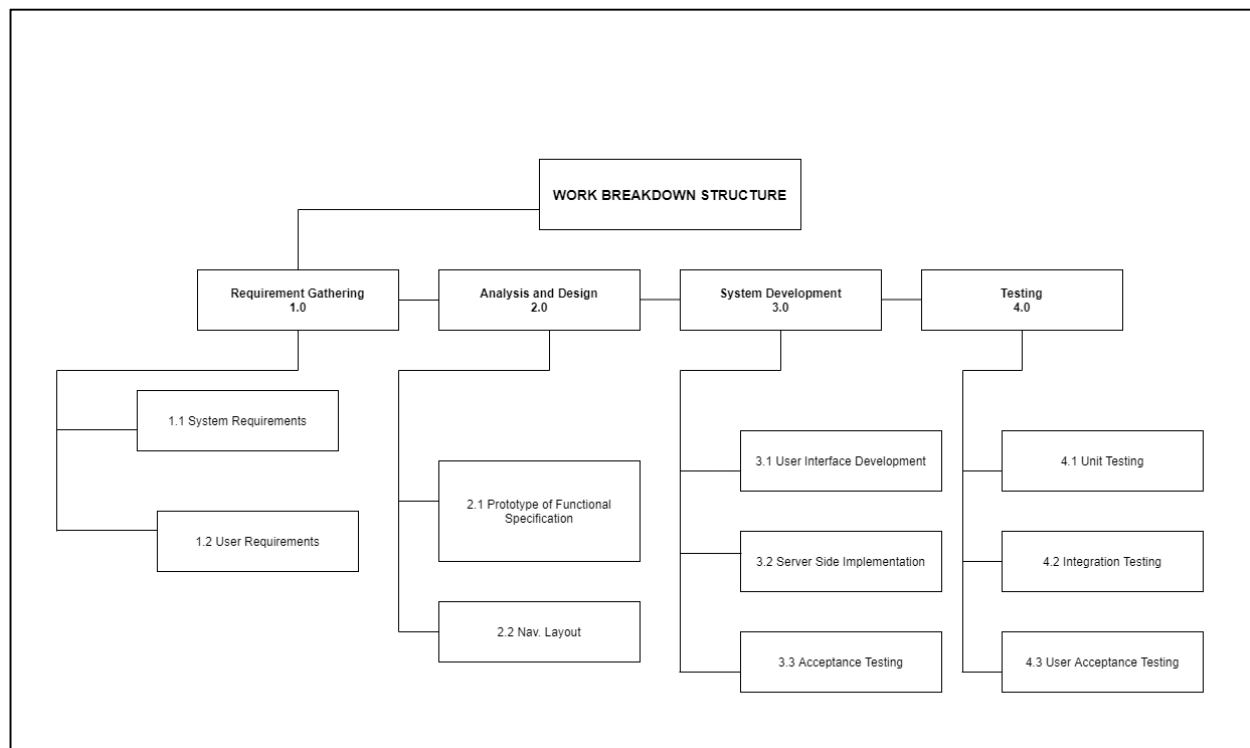

HYBRID DEVELOPMENT METHODOLOGY
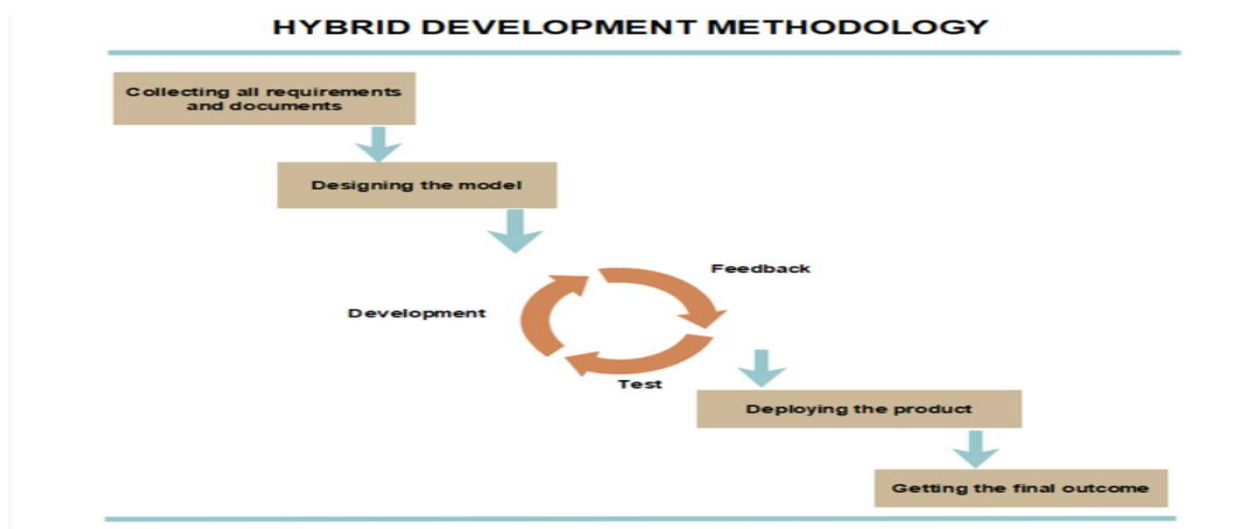
2.7 Work Schedule

Note: Deliverables are mentioned as per activity. (Tentative schedule)

S. No.	Activity	Sub Activity				
01	Requirements Elicitation with Scoping	• Project Management Plan • Communication Plan • Scope of work • Business Requirement Document • Technical Specification Document • UI/UX of Requirements • Obtaining Client Approval on Scope, BRD, Design, and Technical Specifications				
02	Design					
03	Database Development		• DB Schema • Functional Specification Document			
04	Portal Development			• Staging development • Software Architecture Design Document • Technical Specifications		
05	Software Quality Assurance			Test Plans, Test Scripts, QA, Testing, and Bug Fixing		
06	Training & User Acceptance Testing				Conduct UAT, user Training, and UAT Changes	
07	Deployment					Live Deployment with User Manual

2.8 Work Break Down Structure (WBS)

2.9 Timelines

Sybrid will be required to achieve the project ready/go-live stage within 22 working days.

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