**Planning logic**

|  |  |
| --- | --- |
| Date | 24 JUNE 2025 |
| Team ID | LTVIP2025TMID30609 |
| Project Name | workforce administration solution (dev) |
| Maximum Marks |  |

# 1. Project Overview

**1.1 Objective:**

Define the purpose of the solution in one to two sentences**.**

**1.2 Background & Business Context:**

Briefly describe current HR/workforce administration processes and pain points.

Why is this solution being developed now?

# 2. Goals & Success Criteria

**Key Performance Indicators (KPIs):**

* E.g., Reduction in onboarding time
* E.g., % decrease in HR support tickets
* E.g., System uptime, user adoption rates

# 3. Project Scope

**3.1 In-Scope Functionalities:**

* Employee onboarding/offboarding
* Attendance & leave tracking
* Role & permission management
* Self-service portal

**3.2 Out-of-Scope (for this phase):**

* Payroll processing

* Time tracking hardware integrations

**4. Non-Functional Requirements**

* **Security**: Role-based access control, data encryption
* **Scalability**: Support for X number of users
* **Performance**: Response time < 2 seconds for common tasks
* **Reliability**: Uptime > 99.5%
* **Compliance**: GDPR, FMLA, local labor laws

# 5. Core Capabilities Required

* User management and role-based access
* Workflow automation
* System integration (with existing HRMS, IDP, etc.)
* Reporting & analytics dashboard
* Security & compliance support (e.g., GDPR, SOC 2)

1. **Technical Architecture** 
   * **Frontend:** React / Angular for self-service portals
   * **Backend:** Node.js / .NET Core / Java Spring Boot
   * **Database:** PostgreSQL / SQL Serve
   * **Integrations:** API connectors for payroll, benefits, compliance systems

* + **Cloud Infrastructure:** AWS / Azure

1. **Development Phases & Milestones**

|  |  |  |
| --- | --- | --- |
| **Phase** | **Duration** | **Deliverables** |
| Requirements & Design | 2 weeks | Detailed specs, data model, UI wireframes |
| MVP Development | 4–6 weeks | Employee profile, time tracking, basic scheduling |
| Integration & Testing | 2 weeks | Payroll integration, unit tests, API validations |
| Pilot & Feedback | 1–2 weeks | User feedback, bug fixes |
| Go-Live | 1 week | Production release, training docs |

**Risk Management**

|  |  |
| --- | --- |
| **Risk** | **Mitigation Strategy** |
| Data privacy breach | Implement strong encryption and audit logs |
| Scope creep | Use change request process |
| Integration failures | Early testing with mock APIs |

1. **Metrics & KPIs** 
   * % reduction in manual HR tasks

* + Time to onboard new employee

* + % of employee self-service adoption

* + Compliance audit readiness score

* + SLA adherence

1. **Governance & Change Management** 
   * Weekly standups for Dev team

* + Monthly steering committee review

* + Change control board for scope/feature changes

* + End-user training and support plan