**Project planning phase-Template**

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

# Objective

To design and develop a centralized, scalable, and intelligent Workforce Administration Solution that streamlines HR operations such as employee data management, shift scheduling, compliance tracking, and system integrations for mid-to-large enterprises.

# Background

HR and operations teams often rely on fragmented tools and manual processes to manage workforce-related tasks. This leads to inefficiencies, data inconsistencies, poor compliance visibility, and increased administrative burden. A modern, unified solution is needed to improve accuracy, reduce manual work, and enable real-time workforce insights.

# Goals

* Centralize employee data and workforce records
* Enable dynamic, rules-based scheduling
* Automate compliance tracking and reporting
* Support integration with payroll, time tracking, and HRMS tools
* Improve workforce visibility through dashboards and analytics

# Target Users

* HR Managers and Workforce Administrators
* Team Leaders and Department Heads
* Compliance Officers and Operations Managers
* Employees (as self-service users)

# Core Capabilities (Planned MVP)

* Centralized employee profile management

* Smart shift scheduling with availability & role matching
* Real-time compliance alerts and auto-generated reports
* Secure API integrations with third-party systems
* Role-based access control and permissions

# Technology Stack (Proposed)

* **Frontend:** React.js with Material UI / Tailwind
* **Backend:** Node.js with Express / NestJS
* **Database:** PostgreSQL (relational)
* **Authentication:** OAuth2 / JWT-based
* **APIs:** RESTful & GraphQL
* **Hosting:** AWS / Vercel / Dockerized containers

# Expected Impact

* Reduce administrative time by 30–50%
* Improve workforce data accuracy by 90%
* Minimize compliance-related risks and delays
* Enhance visibility and decision-making through integrated dashboards

# ⚠ Constraints and Risks

These are limitations or potential issues that could impact scope, timeline, or delivery quality. It's

important to state them clearly to set realistic expectations.

**Category** **Constraint / Risk** **Impact**

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| **Scope** | MVP excludes mobile app and advanced analytics |
| **Integration** | Limited payroll providers supported at launch |
| **Compliance** | Initial compliance logic based on domestic labor laws only |
| **User**  **Adoption** | HR teams may resist transitioning from legacy systems |
| **Timeline**  **Risk** | Delays in UX approval or stakeholder feedback loops |

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| User experience on mobile limited | Consider responsive design and phase 2 mobile release |
| May not serve all regions | Prioritize most-used integrations (e.g., ADP,  QuickBooks) |
| Not ready for global rollout | Plan multi-region compliance support post-MVP |
| Low early adoption or resistance | Offer training, onboarding, and support during rollout |
| Could push MVP beyond deadline | Pre-schedule feedback sessions, lock decision windows |

## Mitigation

## Strategic Alignment

This section shows how the project supports broader organizational goals and why it matters at a strategic level.

The Workforce Administration Solution aligns with the company’s **2025 digital transformation roadmap** and the strategic HR goal of creating a **streamlined, scalable, and compliant** workforce management system. It supports:

* **Operational Efficiency:** Automating manual HR tasks to reduce administrative load by 30–50%.
* **Scalability:** Enabling the company to efficiently manage 3x current headcount by 2026.
* **Risk Reduction:** Mitigating compliance risks and audit failures through proactive monitoring.
* **Data-Driven Decision Making:** Providing real-time workforce insights to HR and executive teams.
* **Integration Strategy:** Building API-first architecture that supports interoperability across payroll, HRMS, and time tracking tools.

## 8. Timeline / Key Milestones

● E.g., Planning – June 2025

Design – July 2025

MVP – October 2025

UAT – December 2025

Go-live – Q1 2026