**Kickoff Document**

**Project Name: Streamlining Payroll with Oracle EBS – A Targeted Solution**

**Client Name: Swiftship**

**Date: March 2025**

**Prepared by: NXT3\_ONL2\_ERP2\_G3 (Group 2)**

**Contact Information: Group 2 Support (WhatsApp)**

1. **Project Overview**
   * **Purpose:**
     1. This project outlines a high-impact program delivering a fully functional Oracle EBS- based payroll system, demonstrating a complete HCM cycle. Our team will configure the system for organizational chart management and payroll processing, providing comprehensive documentation and sign-off procedures.
     2. This project offers a real- world solution showcasing Oracle EBS expertise and delivering a valuable asset.
     3. Directly addresses the identified gap in [**Swiftship** **Company**]'s current payroll system, improving efficiency and accuracy
   * **Objectives**
   * ***This project aims to implement an Oracle EBS-based payroll system, addressing the identified gaps.***
   * ***The project scope includes:***
     1. Organization Chart Configuration: Creation of a digital organizational chart within Oracle EBS, including jobs and positions.
     2. Payroll Module Configuration: Implementing and configuring the payroll module of Oracle EBS, incorporating all necessary rules and regulations.
     3. Data Migration: If existing payroll data needs to be migrated to Oracle EBS, a clear strategy will be defined and executed.
     4. Testing & Validation: Rigorous testing to ensure accuracy and compliance, covering both unit and integration testing.
     5. Documentation: Comprehensive documentation for system maintenance and future implementation processes.
     6. Training: A short training manual for end-users will be included.
   * ***Expected Outcomes:***
     1. Reduce payroll processing time: From [6 Man-Days] to [ 3 Man-days, 50% reduction].
     2. Reduce error rate: From [current error rate - e.g., 30%] to [target error rate - e.g., less than 10%].
     3. Improve user satisfaction: Measured by post-implementation user surveys with a target satisfaction rating of [e.g., 80%].
     4. Enhance reporting capabilities: Demonstrate enhanced reporting features compared to current system capabilities.

Final Presentation: A comprehensive presentation demonstrating the entire HCM cycle implemented in Oracle EBS and a cost-benefit analysis highlighting the return on investment (ROI).

1. **Scope of work**

For Oracle Payroll Configuration and Management, **it should include:**

* Requirements Gathering: Workshops to capture payroll needs, compliance requirements, and integration points.
* Configuration: Set up payroll elements (earnings, deductions, benefits), tax rules, calendars, and self-service features.
* Data Migration: Transfer and validate data from legacy systems to Oracle Payroll.
* Integration: Connect Oracle Payroll with other modules and external systems.
* Testing: Perform unit, system integration, and user acceptance testing.
* Deployment: Go live with payroll processing and monitor initial runs.
* Post-Go-Live Support: Provide hyper-care support and resolve issues.
* Documentation and Training: Deliver user manuals and training for system user.

1. **Communication Plan**

Preferred communication Methods:

* Email
* Phone

Frequency Of Update

* Weekly

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Week/s** | **Milestone** | **Due Date** | **Description** |
|  | **Week 1** | **Payroll Setup and Configuration** | 07/03/2025 |  |
| **1** |  | Project Planning and Requirements Gathering |  |  |
| **2** |  | Payroll Environment Setup |  |  |
| **3** |  | Security and User Access Control Configuration |  |  |
|  | **Week2** | **Payroll Processing and Management** | 14/03/2025 |  |
| **4** |  | Payroll Run and Balance Management |  |  |
| **5** |  | Advanced Payroll Features: |  |  |
| **6** |  | Testing and Troubleshooting |  |  |
|  | **Week 3** | **Finalization and Presentation** | 21/03/2025 |  |
| **7** |  | Final Configuration and Testing |  |  |
| **8** |  | Documentation and Training |  |  |
| **9** |  | Presentation and Review |  |  |
|  |  |  |  |  |

1. **Project Timeline**
2. **Budget and Payment Terms**

Project Budget: 20K USD

Payment Schedule: based on delivery milestone mentioned in Project Time Line

1. **Closing Remark**

Thanks, you for the opportunity to work on this project I’m looking forward to collaborating and achieving great results together. Please feel free to reach out if you have any inquiry or need further clarification.