**Mid-Project 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)**

**Status Overview:**

* Current Status 30%
* Overall Progress 30%
* Current Phase: 90%

**Completed Task:**

* Tasks completed since last update:

|  |  |  |
| --- | --- | --- |
| Tasks | Completion Date | Details |
| Kickoff Meeting | 07/03/2025 | Discussed points as mentioned in Kickoff file |
| Send Project plan as a first draft | 07/03/2025 |  |
| Business Analysis Meeting 1 | 10/03/2025 | Discuss HR required data and details |
| Questionnaire Sheet | 11/03/2025 |  |
| Security and access control configuration documentation | 11/03/2025 |  |

**Challenges & Solutions:**

* **Challenges Faced:**
  + **Unexpected circumstances for HR Director, not attend the kickoff meeting:**

**Attachments:**

* **Included Files:**
  + **Kickoff meeting document.**
  + **Mid- Project version 1 (Current file)**

**Client Action Required:**

* **Feedback Or input needed:**
  + **Contact HR director by HR team to confirm back upon meeting requirements**
* **Response requested 1 as above mentioned by:**
  + **Client**

**Next Step:**

* Upcoming tasks:
  + Payroll Business Analysis Meeting
  + Prepare Mid- Project status Version 2