

Business Case - Yeet

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TITLE / ROLE	Fullstack Team

THE PROJECT

In bullet points, describe the problem this project aims to solve or the opportunity it aims to develop.

- Improving the organisation of the company by creating an easy-to-use HR system
- Remove the need for paper records
- Decrease errors in employee records
- Improve organisation by having all important events recorded in one place

THE HISTORY

In bullet points, describe the current situation.

- Employee details are currently kept in paper records at head office, making it difficult to keep records up to date and error free
- Separate diaries are used to keep track of holidays and other important dates such as annual appraisals
- Finance team need access to employee bank details for payroll

LIMITATIONS

List what could prevent the success of the project, such as the need for expensive equipment, bad weather, lack of special training, etc.

- Staff will need training to use new HR system / calendar
- May need to hire IT staff to manage the HR platform (broken features / password management)
- Possibly need to buy more computers for the office, as the old system was just on paper
- It will take time to transfer paper records to the new system
- Adjustment period for staff to acclimatise to using the new system

APPROACH

List what is needed to complete the project.

- More computers for staff
- Organise training videos for staff to learn how to use the platform accompanied by a quiz for consolidation
- Hire IT staff to assist employees with questions and issues with the platform
- Collaboration between HR and IT staff to transfer paper records to the new system
- After transfer of information, request employees to check their portal to make sure all information is correct

BENEFITS

In bullet points, list the benefits that this project will bring to the organisation.

- Speed up time to process requests for leave and payroll tasks. This will free up more time in employees' data for more pressing work
- Less likely to be errors in employees' details / schedule as this information is stored in one place which is easy to update
- Having annual appraisals automatically marked on a calendar which is regularly checked will ensure that they are not forgotten

