Project Work Plan

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| **Task/Activity** | **Description** | **Responsible Person** | **Start Date** | **End Date** | **Status** | **Remarks** |
| General Cleanups | * Assign a document once a document type. * Correct the created date and modified date. * Cleanup the versioning * Cleanup the scanning module | Trevor Simon Ssemwogerere | 07-May-2025 | 09-May-2025 | Planned | Proper functionality of the cleanups |
| Work on the requirements for KPI | * Proper functioning the leave module. * Reduce complexity on weight calculation * Reassign permissions to users on setting quarterly and monthly goals. * Generation of reports by the leave module. | Ssali Benjamin Temale | 07-May-2025 | 09-May-2025 | Planned | Enhancement of the leave module |
| Testing the cleanups | * Confirming the cleanups have been effectively implemented. * Testing and reviewing improvements made on the leave module | Sylvia Namuli | 09-May-2025 | 09-May-2025 | Planned | Confirmatory tests of the cleanups |
| Examinations | * Doing final year examinations | Ssali Benjamin, Simon Trevor Ssemwogerere and Sylvia Namuli | 12-May-2025 | 16-May-2025 | Planned | Sitting for final examinations |
| Implementation of electronic signatures | * Enable users in the EDMS to be able to attach their signatures on documents | Ssali Benjamin | 19-May-2025 | 21-May-2025 | Planned | Completion of implementation electronic signatures |
| Sharing of documents | * Enable users to share documents in a pdf formats. | Simon Trevor Ssemwogerere | 19-May-2025 | 21-May-2025 | Planned |  |
| Testing implementations | * Test the sharing of document functionality * Test the electronic signatures upon complete implementation | Sylvia Namuli | 22-May-2025 | 22-May-2025 | Planned |  |
| General cleanups from the results obtained from testing | * Carry out cleanups on the electronic signatures and document sharing if any bugs are discovered from the testing. | Ssali Benjamin and Ssemwogerere Trevor Simon | 23-May-2025 | 26-May-2025 | Planned |  |
| Testing the cleanups | * Confirmatory tests to the cleanups. * Generate a monthly report on the status of the EDMS | Sylvia Namuli | 27-May-2025 | 28-May-2025 | Planned |  |
| Implement the audit logs in the EDMS | Track user actions within the system.  Involves document upload, editing, deleting | Ssali Benjamin and Trevor Simon | 27-May-2025 | 31-May-2025 | Planned | Implementation of audit logs |