

**LOADED V2**



May 23, 2024

Nedbank

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# **Loaded Team:**

**Dylan Mcclusky**

**Colin Swartbooi**

**Stefan Hendrikse**

**Yajna Baran**

# **Project Details**

# **Project Title and Description:**

**Title:** Loaded

**Description:** A rewards program designed to motivate and inspire employees to work and to celebrate their hard work.

# **Project Purpose:**

Aimed to improve existing systems with latest technology. LOADED is **NOT** designed to replace any existing systems. Loaded is there to improve employee experience and to reduce typing redundancy and tediousness of tasks when awarding a colleague, a badge.

# **Objectives:**

* Introduce a fun and exciting rewarding system that is not boring.
* Reducing typing redundancy.
* Ensure efficiency and fair rewards for all employees.
* Improve employee morale in the workplace.
* Provide a space for employees to grow and develop skills.

# **Scope:**

**In Scope:**

**Program Design:**

* Develop a comprehensive rewards program structure.
* Define Criteria for different types of rewards. (Example, Performance based, service awards,)
* Design recognition and rewards categories (example, employee of the month, peer to peer recognition, self-recognition)
* Designing a point system for rewards.
* Including personal and career improvement guides

**Platform and Technology:**

* Select and implement a suitable platform for managing the rewards program.
* Ensuring the platform supports tracking, rewarding, and reporting functionalities.
* Integrate platform with existing systems for seamless operations.

**Communications and training:**

* Develop communication materials to announce the program to all employees.
* Conduct training sessions for managers and employees on how to use the rewards platform.
* Create a program manual and FAQ for references.

**Program Launch:**

* Plan and execute a live event to launch the rewards program.
* Engage a host and necessary personal to manage the live event.
* Coordinate with IT for live event streaming and technical support.

**Monitoring and Evaluation:**

* Set up mechanisms to monitor program participation and effectiveness.
* Collect and analyse feedback from employees.
* Adjust the program based on feedback and performance data.

**Out of Scope:**

* Long term maintenance and updates of the rewards program platform.
* Continuous management and administrative support beyond the initial launch phase.
* Procurement of physical rewards or gifts beyond the initial stock for the launch.

# **Deliverables**

1. **Program Design Documentation:**

* Detailed structure of the rewards program
* Criteria and categories for various rewards

1. **Platform Selection and implementation:**

* Chosen Platform for managing the rewards program.
* Fully integrated and operational platform.

1. **Communications and training Material:**

* Announcements and promotional materials.
* Training guides, program manuals, FAQs

1. **Live event Plan:**

* Detailed agenda for live event
* List of speakers, hosts and participants.
* Technical requirements and setup plan.

1. **Event Execution:**

* Successfully conducted live event.
* Recording of event for future references.

1. **Monitoring and Evaluation Reports:**

* Participation metrics and initial feedback.
* Analysis of program effectiveness.
* Recommendations for improvements.

# **Assumptions and Constraints**

**Assumptions:**

**Budget availability:** Sufficient funds are available to cover all costs associated with the design, implementation and launch of the rewards program.

**Stakeholder Support:** All relevant stakeholder, including executives, manages support the program and are available for necessary approvals and participation.

**Employee Participation:** Employees will be engaged and participate in the rewards program and related activities.

**Technical infrastructure:** The organisation’s IT infrastructure can support the new rewards platform and live event streaming without significant upgrades.

**Timely Decision- Making:** All decisions and approvals will be made promptly to ensure the project stays on schedule.

**Constraints:**

**Budget Limitations:** The project must be completed within the allocated budget.

**Time Constraints:** The program must be designed, implemented and launched within a certain time period.

**Resource Availability:** Limited availability of internal resources, requiring external consultants for certain tasks.

**Compliance and Policies:** The rewards program must comply with company police, industry regulations and data privacy laws.

**Technical Challenges:** Potential technical issues related to platform integration and live event streaming must be managed with the project timeline.

# **Stakeholders**

**Sponsor:** Nedbank

**Project Manager:** Yajna Baran

**Team Members:** Bespoke team

# **Roles and responsibilities**

**Project sponsor:** Provides funding approval of deliverables and support the project manager.

**Project Manager:** Plan, execute and close the project, ensuring that project objectives are delivered.

**Team Members:** Are to ensure the execution of tasks, provide expertise, support implementation activities.

# **Project Manager and Authority level:**

**Dylan Mcclusky:** authority to make decisions within the project scope and budget.

**Yajna Baran:** Ensure project deliverables are meet.

# **Milestones:**

Project review and suggestions: 22 May 2024

Project research and extensive review: 23 May 2024 – 30 May 2024

Application Development Starts: 3 June 2024

Development Deliverables from 3 June 2024 to 28 June 2024

Testing: 1 July 2024 to 15 July 2024

Host testing: 15 July 2024 to 19 July 2024

Live presentation 31 July 2024 or 1 August 2024

# **Budget Estimations:**

Currently budget is R0.00

Estimated budget: R0.00

# Risk Management:

Risk: Technical risks, Operational Risks, Project manager risks, User experience, Software bugs, integration, Performance Network, Data security, Compliance, software and hardware limitations, privacy and security.

# Approval and Sign Offs

Project Sponsor: Signature here

Project manager: Signature here

Key Stakeholders: Signature here

# **Project Timeline Details**

**Starting Date:** 23 May 2024

**End Date:** 25 June 2024

**Days for Completion:** 29 Days

# **Phase 1: Research**

Database -excel.

Websites to go live with

# **Phase 2: Project Design**

Wireframes

Data diagram

Use case

# **Phase 3: Development**

**Project Development Time: 13 Days**

**Deliverable 1:**

**Timeline: 3 Days**

**Done By: 31 May 2024**

**Tasks:**

* Welcome Page
* Registration Page
* Login Page
* About Page
* Database connection

**Deliverable 2:**

**Timeline: 3 Days**

**Done By: 5 June 2024**

**Tasks:**

* Home
* Profile
* Map
* Hall of Fame

**Deliverable 3:**

**Timeline: 4 days**

**Done By: 10 June 2024**

**Tasks:**

* CTasks (+ notifications) + DTasks
* Honour Icons + hovering
* Honour Icon Admin Page + Data analytics
* Resources + Quizzes + Information Pages
* Going the extra mile + Games

**Deliverable 4:**

**Timeline: 3 Days**

**Done By: 14 June 2024**

**Tasks:**

* Rewards + Point system
* Guidebook
* Search Bar

# **Phase 4: Testing**

**Start Date: 17 June 2024**

**End Date: 21 June 2024**

Testing includes Live testing and data access.

# **Phase 5: Presentation And Live Demo**

25 June 2024

# **Conclusion:**

# **Solution 1:**

Can deliver on the 25th of June:

So, website with free hosting, using GitHub Pages and using an excel database

Risks: Level High

Lack of security of data

Goes against compliance regulation.

Chances of private can be viewed by 3rd parties.

Limited hosting options

Not much of an experience

# **Solution 2:**

Can deliver on the 25 June 2024,

Employees would have to sign an acknowledgement policy before accepting access to the program

But will be done on personal laptop, due to work laptop contains and access to specific software.

Risks: Level High

Data privacy

Access to application software

Hardware infrastructure

Won’t be able to interact with program unless full consented… can only view a demo of it

# **Solution 3:**

Can be done be hosted live on the 31 July or 1 August2024

Have a fully functional application that has gone through extreme testing, has compliance with company regulations and policies.

Data is secure and is supported through the right channels.

Able to host the program on a strong network.

Would have the supported hardware and software infrastructure.

Risks: level Low to Medium

Only issues of technical and user experiences

Project deadline