**Project Charter: CDSR Project**

**Project Name:**

CDSR (Centralized Digital Staff Registration) Platform

**Project Objectives:**

* Develop a centralized platform for the registration and verification of employees and employers.
* Provide a secure and efficient onboarding process for different user categories (Employers, Employees, Medical Sector, and Governmental bodies).
* Ensure compliance with KYC and background verification standards.
* Enable seamless employer-employee interactions, job applications, and financial transactions.
* Improve data security and transparency in employment processes.

**Stakeholders:**

* Employers (Business and Individual)
* Employees (Drivers, Security Guards, Cooks, Gardeners, Cleaners, Others)
* Medical Sector (Vendors)
* Governmental Agencies (CCPPAs, regulatory bodies)
* Technical Development Team
* Financial Service Providers (Surebanker)
* End Users

**Scope:**

* User registration and onboarding with KYC verification (BVN, NIN, CAC, Face Match, etc.).
* Secure login and authentication mechanisms.
* Employer dashboard for staff management and job postings.
* Employee dashboard for job applications and background verification.
* Payment processing via Surebanker.
* Incident reporting and document management.
* Integration with external verification services.

**Deliverables:**

* Web-based platform with role-specific dashboards.
* Secure user authentication and verification system.
* Employer-employee matching and approval system.
* Payment gateway integration with transaction tracking.
* Real-time notifications and alerts.
* Reporting and analytics module.

**Timeline:**

* **Phase 1 (Month 1-2):** Requirement gathering, project planning, UI/UX design.
* **Phase 2 (Month 3-4):** Backend and frontend development, API integration.
* **Phase 3 (Month 5-6):** Testing, security assessment, user feedback incorporation.
* **Phase 4 (Month 7):** Deployment and launch, post-launch support.

**Risks and Assumptions:**

**Risks:**

1. **Data Security Threats:** High impact – Implement strong encryption and multi-factor authentication.
2. **Regulatory Compliance Issues:** Medium impact – Continuous monitoring and adherence to compliance standards.
3. **User Adoption Challenges:** Medium impact – Conduct awareness campaigns and training sessions.
4. **Technical Failures:** High impact – Regular system monitoring and backup procedures.

**Assumptions:**

* Employers and employees will provide accurate data for verification.
* Regulatory bodies will support the initiative.
* Users will be willing to adopt a digital employment registration system.

**Prepared by:** *Project Team* **Date:** *March 2025*