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| |  | | --- | |  |   Future Technologies n  **Project Charter**  **Name of Project**  m |

# Preliminary Statement of Project Scope

Praxis want to automate the process of reviewing resumes and screening candidates.

The want a web portal to allow remote access for staff members. Optimize the process to match the skills, capabilities and availability of the candidates to the needs of the clients, by automating the skills identification and the availability of the candidates, to then match the required skills and timing for the client. Praxis would also like to cut down on the data entry work for their staff by enabling the candidates to input and update their “profiles” with the necessary information without taking more than 20 minutes of their time.

# List of Objectives

.The aim is for a recruiter to be able to find a match or close match within the day and notify the candidate of the opportunity and to get in touch for further discussion.

. need to be done in such a way as to make it simple and easy for the candidates to enter their information, without taking more than 20 minutes of their time.

. MQ will also need handover/support documents, and their disaster recovery plan will also need to be updated.

MQ would like to ensure that they meet any security and privacy legislation applicable in Australia.

Maintain tight security measures and follow government policy.

CANDIDATES ENTER THEIR OWN DATA.

# List of Deliverables

.Web portal

.Javascript input verification

.updated handover and recovery plans.

# Project Approval

I, \_\_\_\_\_*[ Name of authorised person ]*\_\_\_\_\_\_\_\_, provide the authority for the spend of \_\_*[proposed budget]*\_\_\_\_\_\_\_\_ to proceed with the above stated project scope and deliverables to commence on \_*[start date]*\_\_\_ and to be completed by \_\_*[end date]*\_\_\_\_\_\_\_\_\_.

Name:

Signature:

Date: