COURSE NAME:

ITECH 2308 – Project 1

ASSESSMENT NAME:

Project Vision Statement and Project Roadmap – SAP IBM Timesheet

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## Existing Roadmap/Timeline/Backlog

Figure 1 - Existing PBI pre-client first meeting

A white screen with black text

AI-generated content may be incorrect.

Updated Roadmap/Timeline/Backlog

Figure 2 - New PBIs post client first meeting for Sprint 1 and 2

A screenshot of a computer

AI-generated content may be incorrect.

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# Definitions and Acronyms

**SAP (Systems, Applications, and Products):** Software for enterprise resource planning (ERP) is used to handle interactions with clients and business operations.

**SM (Scrum Master):** The team member in charge of facilitating Agile procedures, ensuring efficient sprint execution, and addressing team obstacles.

**PO (Product Owner):** The team member in responsible for monitoring the product backlog and making sure stakeholder needs are satisfied to maximize product value.

**UI (User Interface):** The application's layout and visual components that allow users to interact with the system.

**UX (User Experience):** Total user experience with an emphasis on satisfaction, usability, and accessibility.

**PBI (Product Backlog Item):** A task, feature, or bug repair is represented by a single unit of work that is kept in the product backlog.

**Sprint:** In agile development, a set amount of time usually one to four weeks is given for the completion and review of tasks.

**Backlog:** A list of features or tasks that the development team prioritizes and updates on a regular basis.

**Agile:** A project management approach that prioritizes teamwork, client input, and incremental development.

**Wireframe:** A low fidelity simplified graphic depiction of a user interface that shows its operation and structure.

**Prototype:** An early model or release of a product designed to test concepts and gain feedback before complete production.

**API (Application Programming Interface):** A collection of methods and tools allowing communication between software elements.

**CRUD (Create, Read, Update, Delete):** A software suite that brings together testing, debugging, and coding tools.

**MVP (Minimum Viable Product):** A product version that has just enough functionality to satisfy early adopters and collect feedback for future improvements.

**ERP (Enterprise Resource Planning):** A system that is frequently connected with SAP and used to manage important company operations including supply chain, finance, and human resources.

**CI/CD (Continuous Integration/Continuous Deployment):** Code updates are automatically tested and pushed to production settings as part of development procedures.

**UAT (User Acceptance Testing):** In the last testing stage, real users confirm whether the product satisfies their demands and specifications.

**DBMS (Database Management System):** Software for managing, defining, and modifying data in a structured database.

**SaaS (Software as a Service):** A methodology for distributing software that is cloud-based, in which programs are hosted and made accessible to users online.

# Project Vision

Our objective for developing this timesheet application is to provide Colin Low, who represents IBM, with a effective solution. Within the allotted time and with our technical team, we hope to deliver an effective and user-friendly application.

# Project Introduction

The goal of the SAP IBM Timesheet project is to create a digital tool for keeping track of and organizing employee work hours. The two main parts of the system will be a log for employees to record their work hours and a review and approval system for managers. The project uses periodic updates and an Agile development process.

## Elaborating on Vision

The application aims to improve payroll processing accuracy and remove costs related to manual time tracking. We will ensure usability and dependability by putting in place a user-friendly interface and strong backend logic.

## Overview of Project Goals

The project's main objective is to develop a convenient timesheet tracking system that works well with SAP and enables employees to successfully log their working hours. The solution will streamline the approval process and lessen administrative strain by allowing management to monitor and approve timesheets. The system will also include reporting features to make it easier to track employee productivity and work hours. Ensuring data security and accuracy in accordance with IBM's operational requirements will be a top priority. Agile approaches will be used to develop the project gradually, guaranteeing ongoing enhancement and modification in response to stakeholder input.

## Main Stakeholders

* IBM (Client)
* Colin Low (IBM Representative)
* Project Team (Developers, Scrum Master, Product Owner)
* End Users (Employees, Managers, HR Personnel)

## Benefits

The SAP IBM Timesheet project will make time-tracking easier by providing a productive and intuitive work-hour logging platform. As a result, payroll calculations will be more accurate, guaranteeing that employees are fairly paid for their time. Additionally, by streamlining tracking and automating approval operations, the technology will reduce the workload on managers. Additionally, it will assist firms comply with corporate and legal standards by keeping accurate and quickly available data, which will improve compliance with work hour requirements.

## Critical Features

Important features will be included in the system to ensure efficiency, usability, and SAP connection. Employees will be able to securely log in to enter their work hours, and data accuracy will be maintained via built-in validation. To maintain appropriate workflow management, managers will have the ability to examine, accept, or reject timesheets. Analytics and reporting features will also offer insights into productivity and work-hour trends. Payroll processing will be streamlined and data consistency enhanced by the system's smooth interaction with the SAP backend.

# Project Deliverables Identified

## Software Enhancements

The project will provide the necessary software improvements to ensure a reliable and effective timesheet system. Employee timesheet logging, a simple to use administrative approval module for smooth workflow management, and an extensive reporting and analytics dashboard for tracking work hours are among the main features. The system will also have a smooth interaction with the SAP backend, which guarantees data consistency and make payroll processing easier.

## Documentation and Reports

* **Development Documentation:** The development documentation for the IBM Timesheet Application will provide a comprehensive technical reference, detailing system architecture, data flow, and integration points with SAP. It will include detailed API documentation, environment setup guides, and testing protocols, ensuring maintainability and scalability. Version control and branching strategies will be used for tracking changes.
* **User Manuals:** IBM is launching user manuals for its Timesheet Application, aimed at assisting employees and managers in navigating the system. The employee manual will provide step-by-step instructions on logging hours, saving drafts, submitting timesheets, and troubleshooting issues. The manager manual will focus on generating reports, validating timesheets, flagging discrepancies, and exporting data. Both manuals will be available in PDF and web-based formats, with a FAQ section and glossary.
* **Technical Reports:** Technical reports track project progress, challenges, and outcomes for stakeholders. Sprint retrospectives summarize achievements, refine workflows, and document test rates, bug logs, and resolution statuses. Performance metrics optimize efficiency, and client feedback is compiled into actionable insights. These reports serve as a historical record for future enhancements and audits. Tools like Jira or Trello link reports to specific tasks, while charts and graphs visualize development speed, testing coverage, and user satisfaction trends.

## Prototypes

The project will include early-stage UI prototypes for client feedback, as well as iterative wireframes and design mock-ups to improve the user experience. Throughout the development process, stakeholders will be able to evaluate usability and offer feedback according to these prototypes.

## Design Artefacts

To visualize the user interface and system workflows, the project will include interaction design mock-ups. A clear implementation blueprint will be ensured by the development of database schema and system architecture diagrams, which will outline the system's technical and structural components.

## Usability Reports

Usability testing will be carried out by the project during different sprint iterations to assess user experience and identify areas that require improvement. These tests will provide insightful input, ensure that the system stays effective, user-friendly, and in line with stakeholder expectations.

# Roadmap Presentation

## Sprint 1

**Sprint 1: Design Wireframes**

**Goal**: Sprint 1 aims to create detailed wireframes for user experience for employees and managers, ensuring alignment with IBM's SAP infrastructure. The wireframes will outline critical interactions like time entry, submission flows, and approval processes, prioritizing usability, accessibility, and mobile responsiveness for a diverse user base.

**Definition of Done**: After the wireframes have been examined and officially approved by important stakeholders, including IBM representatives, the current task for sprint 1 will be declared finished. Delivering the finalized designs in both PDF and interactive formats (such Figma links) is required. The team must also receive comprehensive documentation of all technical constraints, including SAP data field needs. At this point there may be additional requirements for finishing sprint one.

## Sprint 2

**Awaiting Client requirements**

## Sprint 3

**Awaiting Client requirements**

## Sprint 4

**Awaiting Client requirements**

## Sprint 5

**Awaiting Client requirements**

# References

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