Project Proposal: DC Tracking Activity Tool

# 1. Introduction

This proposal outlines the development and implementation of a DC Tracking Activity Tool for Atlantach Technical Services. The tool will enable effective project tracking, resource management, reporting, and invoicing for data centre operations.

# 2. Objectives

- Track project tasks and associated timelines  
- Support In Scope (IS) and Out of Scope (OOS) tracking  
- Enable real-time field updates  
- Automate progress reporting  
- Facilitate accurate revenue recognition and invoicing

# 3. Project Scope

The system will support field teams, program managers, finance, HR, and operations. It will include configurable roles, project setup tools, task assignment, time tracking, and API integration with existing systems.

# 4. Solution Overview

A cloud-based web application, secured with Microsoft 365, accessible on and off site. The system will include user role configuration, project import/export, audit trail logging, and customizable reporting tools.

# 5. Key Benefits

- Real-time visibility of project progress  
- Improved accuracy in cost and time tracking  
- Reduced manual effort in reporting  
- Enhanced invoicing and revenue workflows  
- Scalable to future data centre projects

# 6. Project Timeline (Estimate)

Phase 1: Requirements & Design - 2 weeks  
Phase 2: Development - 4 to 6 weeks  
Phase 3: Testing (IQ/OQ) - 2 weeks  
Phase 4: Deployment & Go Live - 1 week  
Total Estimated Duration: 9 to 11 weeks

# 7. Resources Required

- 1 Project Manager  
- 1 Full Stack Developer  
- 1 QA Tester  
- 1 Business Analyst  
- Stakeholder availability for validation

# 8. Risk Management

- Data sync issues: mitigated by automated backups and audit trail  
- User adoption: mitigated by training and phased rollout  
- Integration failures: addressed with early API testing

# 9. Estimated Cost (To Be Confirmed)

Cost to be determined based on vendor quotes and internal resource allocation. A detailed cost analysis will follow during the requirement refinement phase.

# 10. Conclusion

This project will enable Atlantach to manage its data centre activities more efficiently and position itself for scalable growth. Approval of this proposal will initiate the detailed planning and development phases.