**Business Case Template**

**Business Case**

**Manpower Allocation and Planning System**

**Traves Maintenance and Services Incorporated**

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**Quezon City, 1101**

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# Executive Summary

Traves Maintenance and Services Incorporated faces challenges in planning manpower allocation due to a lack of scheduling and monitoring tools. This results in missed opportunities for 20 additional services per week, impacting profitability. Moreover, issues with lost or damaged Service Reports raise concerns about project contracts and potential profit losses. To support the company's expansion goals, the proposed Manpower Allocation and Planning System will integrate record-keeping with project scheduling.

The integrated system will provide an efficient platform for project planning, resource allocation, and monitoring. By combining record-keeping functionalities, it improves documentation accuracy and contract compliance. Enhanced project scheduling and monitoring capabilities enable Traves Maintenance and Services Incorporated to seize more service opportunities, increase revenue, and drive profitability.

Implementing the Manpower Allocation and Planning System streamlines operations, overcomes hurdles, and positions Traves Maintenance and Services Incorporated for successful expansion. The integrated system improves efficiency, contract management, and boosts profitability in the market.

## Issue

Traves Maintenance and Services Incorporated experiences workforce allocation challenges stemming from the absence of scheduling and monitoring tools. This deficiency results in missed opportunities to offer an additional 20 services per week, ultimately affecting their profitability. Furthermore, issues related to lost or damaged Service Reports give rise to concerns about project contracts and the potential for profit losses.

## Anticipated Outcomes

Traves Maintenance and Services Incorporated would be better equipped to accommodate their target 20 services per week by allowing them to have foresight in their manpower planning that this project aims to build for them. The project also anticipates a decrease on lost and unrecorded Service Reports by implementing multiple backups and logs in the system.

## Recommendation

During the implementation of the system, the development team would recommend to introduce the new system by slowly integrating by teams.

## Justification

The implementation of the Manpower Allocation and Planning System is a strategic move that addresses current operational challenges while positioning Traves Maintenance and Services Incorporated for future growth and profitability. This system will help the company to meet 20 more services per week, and minimize the risk of lost and unreadable service reports. By investing in this system, the company not only mitigates current issues but also prepares for a prosperous future, solidifying its position as an industry leader. The financial gains from this implementation make it a sound investment in the company's long-term success.

# Business Case Analysis Team

**Project Manager**: Macorol, John Carlo

**Developers**: Restua, Martin Gabrielle

Rimorin, Lindsey  
 Rodriguez, Jerico

# Problem Definition

## Problem Statement

The organization is currently grappling with several operational challenges that significantly impact its efficiency and growth prospects. Firstly, there is a lack of clarity regarding employee availability, coupled with the absence of visual tools to represent upcoming projects. Secondly, the inability to schedule employees in advance has become a bottleneck, impeding the company's ability to expand its project portfolio. Lastly, the recurring issue of lost, incomplete, or unreadable service reports has raised concerns about delayed contractual payments, a critical aspect of their business model that relies on printed service reports as evidence for securing payments from clients.

## Organizational Impact

The uncertainty surrounding employee availability and the absence of visual project representation affect the company's ability to allocate resources efficiently, potentially leading to underutilized or overburdened staff. This not only affects operational efficiency but also limits the company's scalability as it struggles to take on more projects. Furthermore, the inability to schedule employees ahead of time can result in last-minute adjustments and inefficient use of labor resources, which can increase project costs and decrease profitability. The recurrent issues with service reports pose a direct threat to the company's cash flow and client relationships. Delayed or disputed payments can strain financial stability and erode client trust. Addressing these issues is imperative to ensure smoother operations, sustainable growth, and the maintenance of a favorable reputation within the industry.

## Technology Migration

All existing data will be backed up in a database system and FTP. After the system is completed and approved, a migration period will be allotted for the transition.

# Project Overview

## Project Description

MAPS will provide a more streamlined business operation by providing tools for scheduling and record planning. Due to the nature of services the company provides, MAPS will utilize a web application that could be accessed by employees inside and outside the company’s premises. All hardware and software will be integrated into the company’s current IT platforms in order to establish increased security while allowing all systems and processes to continue without interruption.

## Goals and Objectives

* Define requirements: Analyze manpower allocation needs and document system requirements within 30 days.
* Develop system: Design and build a scalable system architecture, software modules, and databases within 120 days.
* Test and validate: Conduct rigorous testing, addressing any issues, within 60 days.
* Deployment and integration: Deploy the system across the organization, integrating with existing processes within 60 days.
* Ongoing support: Provide post-implementation support, maintenance, and updates.

By achieving these objectives, the Manpower Allocation and Planning System will be successfully implemented within 365 days.

## Project Performance

The system will be measured by the following factors:

* Services per Week
* Schedule validity
* Service reports Integrity

## 

## Project Assumptions

The following are a list of assumptions.  Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments
* The purpose of this project will be communicated throughout the company prior to deployment
* The IT manager will provide additional resources if necessary

## Project Constraints

The following constraints pertain to the Manpower Allocation and Planning System project:

* All security hardware and software must be compatible with our current IT platforms
* All hardware and software must be purchased in accordance with the allocated budget and timeline

## Major Project Milestones

|  |  |
| --- | --- |
| * Project Start | 04/11/2023 |
| * Complete Solution Design | 06/14/2023 |
| * Acquire Hardware and Software | 06/30/2023 |
| * Complete Solution Simulation with New Hardware/Software | 07/07/2023 |
| * Complete Solution Simulation and Testing | 07/14/2023 |
| * Deploy Solution | 08/23/2023 |
| * Project Complete | 11/28/2023 |

# Strategic Alignment

This Project supports the plan of the company to scale and generate more profit in 2 years’ time. Implementing this system will streamline most processes and alleviate the problems in record keeping.

# Cost Benefit Analysis

Here is the projected cost of the project based on the estimated component’s price on the market and

|  |  |
| --- | --- |
| Server Hardware Components | ₱25,000 |
| Backup and Redundancy | ₱7,000 |
| Software Licenses | ₱2,000 |
| Development Fee (3 Developers, 1 Project Manager, 800 hours) | ₱100,000 |
| **Total:** | ₱134,000 |
|  |  |

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# Approvals

Approved By:

Christopher T. Carpio

Project Adviser