**Conestoga** **College** **–** **SET**

**Milestone** **#1**

**The EMS – Project Charter**

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**Revision History**

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| **Rev** | **Date** | **Description** **of** **Change** | **By** |
| A1 | 2015-10-05 | • Initial release of document | Lauren Machan  Nathan Nickel  Brandon Davies  Jennifer Klimova |

**Project Charter**

**Project Title**: EMS PM and Development Term Project

**Project Start Date:** September, 15 2015

**Projected Finish Date:** December, 15 2015

**Project Purpose and Justification:  Jennifer**

In the business world, many corporate organizations get caught up with tracking their employees. Due to this, employees tend to be missed and pay rolls tend to not be sent out. On top of this, if there are different departments with different employees, then it is difficult to keep track of the different employee types and their pay. This not only causes work environment issues (since an employee is not being paid), but it also causes financial issues as now the budget may have to be re-adjusted.

The Employee Management System (EMS) is a system that will help Omnicorp Corporation with handling all of their employees and employee information to create accurate payrolls easily.  The EMS will save time and additional costs for Omnicorp with its ease of use, minimal training, and simple database entries.

**Context and Scope: Brandon**

The EMS will be used by Omnicorp Corporation human resource employees. This project's main purpose is to make internal employee management easier across all company branches. This is to reduce payroll cost and payroll inconsistencies in Omnicorp Corporation.

The scope of the EMS is defined as the following. The EMS will use a console based user interface. It will take in 4 types of employee records: full time, part time, contract, and seasonal. Data will be saved to and loaded from a file. A log file will be generated from use of the system.

**Measurable Goals: Nathan**

The goal of this project is to deliver a software system that will be able to keep track of multiple employees, employee types and have a robust user interface.  In order to achieve this goal the software must:

* Be developed in C#
* Have a very nice and robust command line UI front end
* Have persistent storage for employee records
* System can store multiple types of employees
* Have a single payroll scheme for all regions

**Project Risk and Success Factors: Lauren**

One risk is that a team member may drop out of the program, or a team member could face unforeseen circumstances that prevents them from participating in the project. If this risk occurs, then the remaining group members will evenly split up the remaining work amongst themselves.

Another risk is that a team member may not complete the work they were supposed to finish for a milestone. If someone is unable to finish their work for any reason, then they will inform the rest of the group beforehand, and the other group members can assist them. An additional risk is a lack of communication between team members. There are multiple ways of contacting each group member, and regular team meetings will be scheduled. If someone is having a problem with their portion of the project, then it is expected that they will communicate with the rest of the group as soon as possible.

Misunderstanding project requirements is another anticipated risk. If anyone is unsure of a project requirement, then they will ask the other group members for clarification. If the entire team doesn’t fully understand a requirement, then the team will ask the Program Manager for assistance.

Also, there is a potential risk that Microsoft could release an update for Visual Studio 2013 that causes the project code to crash and no longer work. Everyone on the team will not update their Visual Studio until the project is fully complete.

Lastly, there is a risk that the group repository could crash for an extended period of time, or the repository could somehow get deleted, along with all of the project code in it. To ensure that there isn’t only one copy of the project code in existence, all team members will frequently save updated copies of the project code to their own computer.

One success factor is that the project is completed on time, and it follows all of the specified requirements. Another success factor is that the system reduces payroll costs, payroll confusion, and inconsistencies within Omnicorp.

An additional success factor is to receive positive feedback from the various payroll departments regarding the EMS system. The final success factor is that the system can be turned into an outsourcing payroll service that Omnicorp can offer other companies.

**Project Organization – Wisely**

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| **Role** | **Name** | **Organization/**  **Position** | **Contact Information** |
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