Vision and Scope Document:

HRbii: Human Resource Business Intelligence Incrementer

Version 1.0 approved

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# Revision History

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| --- | --- |
| September 27, 2016 | First draft |

# 1**. Business Requirements**

To automate all aspects of Human Resources, including government compliance, payroll and benefits tracking, employees benefit elections for open enrolments, and qualified life events, business intelligence and analytical reporting, time off requests and approvals, leave hours management, customizable user groups, and integrating with third party vendors.

1.1. Background

There is an increasing demand to enhance the process access all aspects of HR into an application that can seamlessly allow the employee to select their benefits at the time of open enrolment, or during a qualified life event, and integrate the process of registering those elections with the vendor that was elected, to eliminate having HR staff manually reporting the new elections to such vendors. A demand to automate the paystub deductions, earning, leave hours, and enabling the HR staff to generate business intelligence reporting that enables stakeholders with the appropriate and designated privileges to create and generate analytical reports,, for many purposes across the organizations departments, including government compliance assurance, and high level management predictive analytics.

## **1.2. Business Opportunity**

The application solves all of the enterprise's HR requirements, in an all inclusive application; unlike other application, where you cannot find all of the solutions in one application. No other application in the market can enable you to integrate with third party vendors, enable self service functionalities, and automate data integration, and data warehousing, a truly state of the art suite of applications, under one roof.

# 1.3. Business Objectives and Success Criteria

An iterative requirement gathering, process is essential for this project, where the analysts will need to have multiple communication sessions with the stakeholders, in addition to an iterative testing of the several milestones that will require the organizations approval, or modifications request. The application will have 3 sprints that are specific for testing the various modules, and the final delivery date is estimated to be on or before Dec 20th 2016.

The application is estimated to save the organization at least 1000 hours of labor work, in addition to saving the organization from the inevitable occurrences of compliance violation that can translate into tens of thousands of dollars.

## 1.4. Customer or Market Needs

Customers need to have a way to enable the employees to make their benefits elections, and log into the system at their own convenient time, and yet do it on or before a specific deadline; the system can then eliminate the old and time consuming manual process of reporting each individual election that all the employees made, to each individual vendor.   
The manual process is both time consuming, and error prone, whereby, automating this process alone, can improve the organization’s bottom line, especially for an organization that employs hundreds of employees.

Employment verification can also be time consuming for the HR staff, and the market is in need to have application that can integrate the employee’s data with employment verification vendors such as The Work Number. This data integration process not only does it eliminate the time and effort that the staff has to spend, but it will also facilitate the decision making for the verifier.

Payroll management where calculating deduction earning, and leave hours on payroll are the starting point of the payroll process, but the generating reports against the payroll for government and third party auditors, end of year W2 reporting, periodic state tax compliance, federal and other managerial reporting is not a task that can be easily done in a simple Excel or even Access applications, especially when data needs to be compiled from several data sources.

Employees training compliance can sometime be overlooked by many organizations, but there is a need for an application that can track the required training course by a governing entity, or tracking certain certification to ensure the employee’s compliance, and avoid any potential violation that can cause both financial and reputational consequences.

## 1.5. Business Risks

Major risks such as the learning curve of the application features , and the need for the company to purchase upgraded servers, and printers are prevalent, This is important to realize, because other vendors my seem to be less expensive because they do not provide the same service that this application provides. The learning curve is particularly important, because organization do not have the expertise and the man power to provide training to their staff on such a new application

# 2. Vision of the Solution

Automate all HR process, to eliminate errors, Increase Company’s bottom line, improve managerial reporting, and enhance information access.

## 2.1. Vision Statement

HRbii strives to increase the workforce knowledge for employers and employees. This application will save time and money by automating a numerous amount of manual tasks carried out by both employers and employees. Companies who will use the application can carry out these tasks with great efficiency allowing more time throughout their work day.

## 2.2. Major Features

The following is a high-level view list of features intended for HRbii:

1. Time clock system
2. Leave auditing
3. Benefit elections by employees
4. Definitions
5. Payroll calculations
6. Report generation
7. On-boarding & off-boarding
8. Information governance

## 2.3. Assumptions and Dependencies

The assumptions and dependencies for HRbii are:

* Development members are available over the next 3 months
* Development members provide the skills and work stated previously
* The project and the team stays within the budget
* The project schedule, iterations, and sprints are accurate
* The interface of the application must be created in order to allow the database tables to be accurate
* The database must be completed in order for testing of the application to be constructed
* The systems used for the application must have internet access

# 3. Scope and Limitations

The project will not be able to integrate with third party vendors when that party’s system is down. The application does not have the ability to get the government tax bracket percentage, because this is a process that is intended to be entered by the HR staff, and even though, such numbers can be obtained by the government agency automatically, it is always important for the staff to be the one who actual enters such numbers.

The application does not guarantee that the vendors of the benefit will actually approve a specific election, it is still the vendors responsibility to send the decision made on such elections, therefore, it is important for the employees to make their elections at least 2 weeks before their prior election expiries for the open m enrolment season, or for any qualified life event.

## 3.1. Scope of Initial Release

Initial release will include the initial design of the database concept, and the login page. It will also include the dashboard that has the list of the primary task that the user can select. It will also include the administrator page, to enable them to assign the proper privileges to the users of the system.

## 3.2. Scope of Subsequent Releases

Later releases will include the employees functionalities from entering their hours, checking their paystubs, deduction, leaves, and earning, requesting time off. It will also include the page to generate reports, and pages for the administrator to approve or deny a time off request, in addition to checking employees course compliance, and generating a new class requirements in the system.

## 3.3. Limitations and Exclusions

The application will not include ant hardware, such as printers, laptops, routers, or servers, but it does include an access to the application that can be either hosted on the cloud, or installed on the organization’s server.

# 4. Business Context

The application is intended for organizations that over 50 employees, and is for business that need to improve on the way that their data is being integrated. The priorities are going to be divided into three different sprints, beginning from designing a high-level of the user interface, then dive deeper into designing the individual functionality, and finally polishing any visual or logical requirements.

## 4.1. Stakeholder Profiles

* improved productivity
* reduced rework
* cost savings
* streamlined business processes
* automation of previously manual tasks
* ability to perform entirely new tasks or functions
* conformance to current standards or regulations
* improved usability or reduced frustration level compared to current applications

## 4.2. Project Priorities

The priorities are going to be divided into three different sprints, beginning from designing a high-level of the user interface, then dive deeper into designing the individual functionality, and finally polishing any visual or logical requirements.

## 4.3. Operating Environment

<Describe the environment in which the system will be used and define the major availability, reliability, performance, and integrity requirements. This information will significantly influence the definition of the system’s architecture. Consider questions such as:

* Are the users widely distributed geographically or located close to each other? How many time zones are they in?
* When do the users in various locations need to access the system?
* Where is the data generated and used? How far apart are these locations? Does the data from multiple locations need to be combined?
* Are specific maximum response times known for accessing data that might be stored remotely?
* Can the users tolerate service interruptions or is continuous access to the system critical for the operation of their business?
* What access security controls and data protection requirements are needed?>