**Statement of Work**

**Project Title:** HR Dashboard Development for Streamlined Recruitment/Monitoring Process

**1. Project Overview:** The purpose of this project is to design and develop a comprehensive dashboard for the HR department or recruiters to enhance the efficiency of the recruitment process. The dashboard will provide real-time insights, analytics, and visual representations of key HR metrics to facilitate data-driven decision-making and streamline recruitment operations.

**2. Objectives:**

* Create a user-friendly dashboard interface tailored to the needs of HR professionals and recruiters.
* Consolidate relevant HR data from multiple sources into a centralized platform.
* Provide comprehensive analytics and visualizations to monitor recruitment KPIs, such as time-to-fill, candidate sourcing channels, diversity metrics, and recruitment funnel analysis.
* Implement an internal job marketplace where employees can explore and apply for positions within the organization. Highlight career growth opportunities and encourage internal mobility.
* Track employee happiness rates to ensure lower turnover rates.
* Ensure data security and compliance with relevant regulations regarding the handling of personal information.

**3. Scope of Work:**

* **Requirements Gathering:** Conduct research and gather data from relevant data sets
* **Dashboard Design:** Develop wireframes and prototypes for the dashboard interface based on user feedback and best design practices.
* **Dashboard Development:** Build the dashboard using appropriate technologies (e.g., web-based frameworks, data visualization libraries) to ensure responsiveness, scalability, and compatibility across devices.
* **Analytics and Visualizations:** Implement interactive charts, graphs, and tables to visualize HR data effectively and provide actionable insights.
* **Testing and Quality Assurance:** Conduct thorough testing to ensure the dashboard functions as intended, is free of bugs, and meets performance requirements.
* **Documentation:** Prepare user documentation and training materials to guide HR staff on using the dashboard effectively.
* **Deployment:** Deploy the dashboard to a secure hosting environment and provide support during the initial rollout phase.

**4. Deliverables:**

* Requirements Documentation
* Functional HR Dashboard
* User Documentation

**5. Timeline:** The project will be completed within 4 months with milestones and deliverables outlined in the project plan.

**6. Resources:** The project team will consist of Muhammad Arslan, Muhammad Tayyab, Thambabattula Ramya Kumali, and Dallas Diaz who are developers, designers, data analysts. External resources or third-party tools may be utilized for specific tasks, subject to approval.

**7. Assumptions and Constraints:**

* Availability of necessary data sources and APIs for integration.
* Consistency and type of data that will be used.
* Compliance with data protection regulations and organizational policies.
* Timely feedback and collaboration from stakeholders and end-users.
* Adherence to the agreed-upon timeline and budget constraints.

**8. Acceptance Criteria:** The project will be considered successfully completed when the HR dashboard meets the predefined requirements, functionalities, and quality standards outlined in the project scope and has been approved by stakeholders through user acceptance testing.

**9. Governance and Communication:** Regular project updates will be provided to stakeholders through status reports, meetings, and communication channels agreed upon at the project kickoff meeting. Any changes to the project scope, timeline, or budget will be formally documented and approved through the project change management process.

**10. Risks and Mitigation Strategies:** Identify potential risks such as data security breaches, technical challenges, scope creep, and resource constraints. Develop mitigation strategies and contingency plans to address these risks and ensure the successful completion of the project.

**11. Closure Criteria:** The project will be formally closed upon the delivery and acceptance of all project deliverables, completion of user training, and handover of relevant documentation and knowledge transfer to the HR department or designated personnel.

Top of Form