

PROJECT CHARTER			
PROJECT NAME		DATE	AREA OF FOCUS
Employee Self-Service Request Management System			
BUSINESS CASE		SCOPE	
<p>Description:</p> <p>A web-based Employee Self-Service system which enables employees to submit requests (leave, vehicle, recommendation letter, and equipment) and allows managers to review, approve, or reject them through a centralized workflow.</p> <p>Employee requests are currently handled manually or via email, which results in lack of transparency, approval delays, and difficulty in tracking request status.</p>	IN SCOPE		OUT OF SCOPE
	Leave Request		Payroll management
	Vehicle Request		Integration with external HR systems
	Recommendation Letter Request		Advanced analytics
	Equipment Request		
	User roles: Employee, Manager, Admin		
	KEY DELIVARABLES		
	Project Charter		Web Application
	Revised Project Charter		Mobile version of App
	Requirements Analysis Document		Test Report
Software Design Document		Final Project Presentation	
MEASURABLE TARGET/GOAL		TIMELINE	
Deliver a functional application by the end of the semester		ACTIONS/MILESTONES	TARGET DATE/STATUS
Complete all required course deliverables on schedule		Project Charter completion	01/12/2026 - 01/14/2026
Develop the Employee Self Service application		Revised Project Charter	01/19/2026 - 01/21/2026
Apply software engineering lifecycle concepts successfully		Requirements Analysis & Design	02/01/2026 - 02/28/2026
		MVP Development & Testing	03/01/2026 - 03/31/2026
		Final Project Presentation	04/06/2026 - 04/08/2026
TEAM MEMBERS			
NAME	FUNCTION		
Fatemeh Azizzadeh	Project Manager, QA tester		
Sabah Basirat	Developer	FINANCIALS	
Joseph ...	Developer	BUSINESS IMPACT	INVESTMENT
Maria	Developer, QA tester	Reducing administrative overhead by centralizing employee request workflows and eliminating manual coordination. Improving transparency and accountability by providing real-time visibility into request status for employees and managers. Increasing operational efficiency and preparing the organization for scalable process automation	0 CAD! It is a course project.
ASSUMPTIONS/CONSTRAINTS		RISK PLANNING	
Users have access to the network via internet or LAN		Requirement changes Limited development time Frontend-backend integration issues	
Managers are pre-assigned			
Academic semester timeline			
Small development team			