

PROJECT CHARTER				
PROJECT NAME	DATE	AREA OF FOCUS		
Employee Self-Service Request Management System				
BUSINESS CASE	SCOPE			
Description:  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.  Employee requests are currently handled manually or via email, which results in lack of transparency, approval delays, and difficulty in tracking request status.	IN SCOPE			
	Leave Request			
	Vehicle Request			
	Recommendation Letter Request			
	Equipment Request			
	User roles: Employee, Manager, Admin			
KEY DELIVERABLES				
	Project Charter			
	Revised Project Charter			
	Requirements Analysis Document			
	Software Design Document			
MEASURABLE TARGET/GOAL	TIMELINE			
Deliver a functional application by the end of the semester	ACTIONS/MILESTONES			
Complete all required course deliverables on schedule	Project Charter completion			
Develop the Employee Self Service application	Revised Project Charter			
Apply software engineering lifecycle concepts successfully	Requirements Analysis & Design			
	MVP Development & Testing			
	Final Project Presentation			
TEAM MEMBERS				
NAME	FUNCTION			
Fatemeh Azizzadeh	Project Manager, QA tester			
Sabah Basirat	Developer			
Joseph ...	Developer			
Maria ....	Developer, QA tester			
FINANCIALS				
BUSINESS IMPACT				
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		O CAD! It is a course project.		
ASSUMPTIONS/CONSTRAINTS				
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				