**Project Plan**

**Employee Management System**

|  |  |
| --- | --- |
| Industry Partner |  |
| Primary Instructor |  |
| Team Member | Prabhnoor Singh |
| Team Member | Kevin Lapointe |
| Team Member | Khoa Huynh |

Document Revision History

|  |  |
| --- | --- |
| Revision # | Date |
| V1 | 2025-01-17 |

**Table of Contents**

[1. Executive Summary 3](#_Toc188020924)

[2. Project Approvers, Reviews and Distribution List 3](#_Toc188020925)

[3. Scope 3](#_Toc188020926)

[4. Deliverables 4](#_Toc188020927)

[5. Assumptions 4](#_Toc188020928)

[6. Dependencies 4](#_Toc188020929)

[7. Risk Management 5](#_Toc188020930)

[8. Communication 5](#_Toc188020931)

[9. Task Listing (WBS- Work Breakdown Structure) 6](#_Toc188020932)

[10. Gantt Chart 6](#_Toc188020933)

[11. Milestones 6](#_Toc188020934)

[12. RAM – Responsibility Assignment Matrix 7](#_Toc188020935)

[13. Approval 7](#_Toc188020936)

# 1**.** Executive Summary

The following describes the project to be executed.

|  |  |
| --- | --- |
| Objective | Our team’s objective is to develop an application that will allow employee management. Allowing workers to find and store employee information that is easily accessible. |
| Corporate Goals Addressed | Our corporate goals are to improve the efficiency in organizing employees’ information. Making it easier for workers to keep track of employee information. Other outcomes we want to achieve in the future would be to increase the user base of the application. |
| Planned Start Date | Jan,2025 |
| Planned End Date | April,2025 |

# 2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | E-mail | Date |
| Front-End/Back-End | Prabhnoor Singh | [PrabhnoorSingh@georgebrown.ca](mailto:PrabhnoorSingh@georgebrown.ca) | 2025/01/17 |
| Front-End/Back-End | Kevin Lapointe | [Kevin.lapointe@georgebrown.ca](mailto:Kevin.lapointe@georgebrown.ca) | 2025/01/17 |
| Front-End | Khoa Huynh | [khoa.Huynh@georgebrown.ca](mailto:khoa.Huynh@georgebrown.ca) | 2025/01/17 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 3. Scope

Define the sum total of all of its products and their requirements or features.

|  |  |
| --- | --- |
| In Scope | Out of Scope |
| Browser-based application | Creation of a mobile application version of the product. |
| signing-in into application | Storing employee information on a remote server |
| Searching for employee by name | Storing employee names on a remote Server |
| Listing employee information | Storing employee information on a remote server |

# 4. Deliverables

This project will deliver the following.

|  |  |
| --- | --- |
| Deliverable | Description |
| Reports | Project summaries, studies, and challenges |
| Intangible Outcomes | Increase the efficiency of managing employees at work |
| Application | Develop a web application that will allow the user to sign in and find employee information. |
|  |  |
|  |  |

# 5. Assumptions

This project makes the following assumptions;

* Project Scope will not change
* Team skills will be inline with the objective
* The team will write the application in a programming language that is best suited for the objective
* End users will be able to test at time agreed upon

# 6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed;

* The back end should be developed before the front end.
* Approval of the front-end design by the team must be agreed upon before starting development.
* Backend relies on front-end for user input and 3rd party testing.

# 7. Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| Potential Risk | Severity (H/M/L) | Likelihood (H/M/L) | Management Strategy |
| Scope Creep | High | Medium | Follow the project goals and objectives |
| Not having a regular team review of the project goals | Medium | Low | Plan regular team reviews of project goals |

# 8. Communication

**Reporting**

The following reports will be produced;

|  |  |  |
| --- | --- | --- |
| Report | Audience | Frequency |
| Progress Updates | Team Members | Once a month |
| Issues | Team Members | When issues arise |

**Meetings**

The following meetings/communication will be established;

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Purpose | Attendees | Frequency |
| online | Project plan review and discussion | Team Members | Tuesday |
|  |  |  |  |

# 9. Task Listing (WBS- Work Breakdown Structure)

The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Tasks | Duration | Dependency |
| A |  |  |  |
| B |  |  |  |
| C |  |  |  |
| D |  |  |  |
| E |  |  |  |

# 10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

Below is an example:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Period | | | | | | | | | | Completed |
|  | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates | Dates |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

# 11. Milestones

|  |  |  |
| --- | --- | --- |
| Major Activity or Milestone | Estimated Milestone Target date | Owner/Reviewer Team Members |
|  |  |  |
|  |  |  |
|  |  |  |

# 12. RAM – Responsibility Assignment Matrix

Create a RAM from your Task Listing. A sample is shown below:



# 13. Approval

The signatures below indicate their approval of the contents of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Role | Name | Signature | Date |
| Front-End/Back-End | Prabhnoor Singh | Prabhnoor Singh | 2025/01/17 |
| Front-End/Back-End | Kevin Lapointe | Kevin Lapointe | 2025/01/17 |
| Front-End | Khoa Huynh | Khoa Huynh | 2025/01/17 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |