

Employee Lifecycle Management Project Plan

(First 10 Days of November)

Team Members

- Ola Abdelkader Mahmoud. (**Team leader**)
- Mohammad Abdallah El-Reedy.
- Nada Mamdouh Eissa.
- Rahma Abdelaty Tawfik.

Team Roles

Mohammad Abdallah El-Reedy.	Create worker records (New Hires)
Nada Mamdouh Eissa.	Maintain employee details (address, IDs, Bank info.)
Ola Abdelkader Mahmoud	Process promotions, transfers and terminations
Rahma Abdelaty Tawfik.	Generate headcount reports

Day 1 – Kickoff & Access Setup (All team members)

- Team meeting to define objectives (Google Meeting)
- Confirm access to Dynamics 365 HR
- Assign responsibilities to each member.
- Create shared documentation space (Google workspace)

Day 2 – System Basic Setup (Mohammad El-Reedy)

- Create Departments
- Create Jobs & Positions
- Prepare employee data file
- Validate Positions before hiring

Day 3 – Create Worker Records (Mohammad El-Reedy)

- Enter personal details
- Assign Position
- Set employment start date
- Save & test hiring process
- Capture before & after screenshots

Day 4 – Maintain Employee Details (Personal) (Nada Eissa)

- Update address
- Add bank details

Day 5 – Maintain Employment Details (Nada Eissa)

- Add identifications (National ID)
- Capture before & after screenshots

Day 6 – Promotions (Ola Abdelkader)

- Prepare promotion scenario for 2 employees
- Capture before & after screenshots

Day 7 – Transfers (Ola Abdelkader)

- Perform transfer between departments for 1 employee
- Test position-only transfer

Day 8 – Terminations (Ola Abdelkader)

- Choose 1 employees for termination scenario
- Enter termination reason & date

Day 9 – Headcount Reports (Rahma Tawfik)

- Generate headcount, active employees, employees by department/position
- Export reports as PDF

Day 10 – Final Review (All team members)

- Combine all documentation
- Test all workflows again
- Prepare final deliverables
- Build presentation.

Data Employee used in the project

Employee ID	First Name	Last Name	National ID	Job Title	Email	Hire Date	Employment Type	Bank Name	Account No	Tele.	Address
EMP001	Ahmed	Hassan	2950101123 4567	HR Specialist	ahm.has20@demo.com	2023-03-10	Full time	CIB	1004567890 12	0100123456 7	12 Nile St Cairo
EMP002	Mariam	Lotfy	2960609876 5432	Accountant	mar.lotfy20@demo.com	2022-11-01	Permanent	NBE	2001234509 87	0100234567 8	45 Stanley Rd Alexandria
EMP003	Omar	Khaled	2980501345 6789	Marketing Executive	omar.kh20@demo.com	2024-02-15	Permanent	HSBC	3009876543 21	0100345678 9	7 Tahrir Sq Cairo
EMP004	Dina	Magdy	297090167 89012	Sales Representative	dina.magdy@demo.com	2023-07-20	Permanent	QNB	400654321 987	010045678 90	16 Haram St Cairo

Note: Other details have been added through the project, further explanation will be founded in documentation.