Southwest

Software

 Development

Team

**Second Year Computing Project**

**2011/2012**

**Fully Automated Payroll System**

**Post Implementation Review**

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Table of Contents

[Introduction: 3](#_Toc322471956)

[Purpose of the Post Implementation Review: 3](#_Toc322471957)

[Scope of the Post Implementation Review: 3](#_Toc322471958)

[Scope and Objectives of the Project: 3](#_Toc322471959)

[Project Communication: 4](#_Toc322471960)

[Technical Solution: 4](#_Toc322471961)

[Implementation: 4](#_Toc322471962)

[Project Budget: 5](#_Toc322471963)

[Project Benefits: 5](#_Toc322471964)

[Project Methodology: 5](#_Toc322471965)

[Project Design and Development Team: 6](#_Toc322471966)

[Project Supervisor: 6](#_Toc322471967)

[Process Improvement: 7](#_Toc322471968)

[Future Recommendations: 8](#_Toc322471969)

# Introduction:

The automated payroll system was developed with a view to easing the burden of payroll and simplifying the payroll run within SME’s, at a very keen and competitive cost with a relatively low annual maintenance cost.

The target market is small to medium enterprises and individuals running their own business where financial outlay is a crucial factor.

# Purpose of the Post Implementation Review:

The purpose of this Post Implementation Review is to provide an overview of the project to develop and implement the new automated payroll system. The report also identifies the future recommendations to ensure an effective and efficient product is maintained to meet the growing needs of the business as the business develops**.**

# Scope of the Post Implementation Review:

The Post Implementation Review applies to the:

* Project communication
* Technical solution
* Implementation
* Project dates and budget

# Scope and Objectives of the Project:

The scope of this project was to equip the small business with a simple, modern and fully automated payroll system that has significantly advanced functionality and performance over the existing manual systems and complex systems used by SME’s**.**

The overall objectives for the new payroll system were:

* A system which best meets both the current and anticipated future payroll needs of the ;
* Offers the flexibility to advance and grow the system over time;
* Enables the possibility of implementing system access through the use of internet-based technologies for the provision of remote access to the payroll system ;
* Provides a flexible and simple-to-use system for the untrained payroll administrator.

# Project Communication:

This section describes the communication strategy used to keep all stakeholders informed on the progress of the project. These include

* Project Status Reports
* User involvement
* Weekly meetings
* Code walk through
* Dropbox document sharing
* E-mails
* Group tasks

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# Technical Solution:

Here we describe the overall solution provided to implement the new library payroll system. These include:

* An automated payroll system designed and developed around the user requirements and specification.
* The coding language employed is Java, using the Eclipse compiler to implement the code.
* The database is Oracle, using SQL and Prepared Statements to communicate with the database, the database is standalone and is embedded in the application CD
* The online user manual is coded in XHTML and is hosted on an FTP web server with 24/7 access

# Implementation:

This section describes the implementation plan and strategy to establish and rollout the project to the user.

All the required software and database shall be delivered on a CD with full installation instructions and a comprehensive user manual where the user may install the software. However a team member can be made available to install the software and provide training if desired:

# Project Budget:

As this project is a college project, the project team, have prepared a separate budget document outlining for each section of the project the recorded man hours only.

All software used was freeware and a small cost for printing and binding was incurred.

# Project Benefits:

Here we list the major benefits that the project is to deliver to the user.

These include:

* A major reduction in the time taken each week to compile the payroll
* This weekly time saving reduces the actual cost of running the payroll each week
* The above savings allow the user to keep the payroll in-house, eliminating outsourcing costs
* Improving the accuracy and integrity of the payroll
* The weekly payroll report provides very accurate and current payroll costs allowing the user to maintain crucial control over costly employment costs

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# Project Methodology:

In this section we:

* Describe the project management methodology used for the project
* Describe the project team structure
* Describe the roles and responsibilities of the project team:

# Project Design and Development Team:

The Project Team consists of three members. This team have worked together over the past two years on various CA’s. The team members have worked very well together in the past so for this project as previously we shall work on a flat, no hierarchical structure however a project manager has been nominated to correlate the project documentation. The entire team shall be involved in

1. Agreeing the scope of the project
2. Reviewing and sign-off project deliverables
3. Resolving issues discovered in the project
4. Discussing and approving potential Change Requests
5. Accountable for the project budget
6. Accountable for realising the benefits of the project
7. Communicating progress/directions of the project within the team
8. Managing all project issues and helping to resolve them
9. Maintaining the Project File

# Project Supervisor:

1. Providing guidance throughout the entire life cycle of the project
2. Advising on the deliverables
3. Monitoring progress through the project via weekly meetings

# Process Improvement:

#### What Went Right… and Why?

Here we describe what went right in the project and why.

Overall the project ran very smoothly, yes there was a lot of work to get through when you take into account the other course work however the project team took this project on with the intent, commitment and confidence to deliver an excellent, professional and fully functional payroll system within the time frame specified.

These goals were achieved.

* Project Plan On Time
* User Requirements On Time
* Project Design Specification & Test Plans On Time
* Completely Functioning and Tested Payroll System On Time
* User Manual On Time
* Online User Manual On Time

We attribute these results to

* Good Project Management
* Communication strategies
* Complete support of the entire Project Team
* Detailed Planning
* An excellent work ethic from each team member

#### What Went Wrong… and Why?

Here we describe what went wrong with the project and why. What was done to address the problems which arose?

* There were some minor issues encountered during the project but these issues were dealt with as they arose and do not warrant mention in this review

# Future Recommendations:

Describe any future recommendations that will assist in the efficient and effective running of the new Payroll System.

* Budgetary Updates to keep in line with revenue requirements
* Annual archiving and updates
* Continue a maintenance programme to ensure efficient running of the system
* Expand the system for remote access (Future Development)
* Expand the system for auto online bank transfer and email payslips (Future Development)