Project Charter

Project Title: Implementation of Biometric Attendance System

Project Sponsor: Joni Adkins

Project Manager: Varun Kumar Reddy

Start Date: 02/14/2024

End Date: 05/12/2024

Project Overview:

The implementation of a Biometric Attendance System aims to streamline attendance tracking processes within Northwest Missouri State University. The system will utilize biometric technology to accurately record and monitor employee attendance, replacing traditional methods such as manual attendance sheets or card-swipe systems. By adopting this system, the organization intends to enhance efficiency, accuracy, and security in attendance management.

Objectives:

* Implement a Biometric Attendance System across all departments and locations of the organization.
* Increase accuracy and reliability in attendance tracking.
* Minimize instances of time theft and buddy punching.
* Enhance security by ensuring that only authorized individuals can access the premises.
* Generate comprehensive attendance reports for management review and analysis.
* Improve overall efficiency in HR processes related to attendance management.

Scope:

* Procurement and installation of biometric attendance hardware and software.
* Configuration and customization of the system to align with organizational requirements.
* Integration with existing HR and payroll systems for seamless data exchange.
* Training sessions for administrators, HR personnel, and employees on system usage and protocols.
* Rollout of the system across all departments and locations.
* Ongoing support and maintenance of the system post-implementation.

Deliverables:

* Installed and configured biometric attendance hardware and software.
* Integrated system with HR and payroll databases.
* User manuals and training materials.
* Completion of training sessions for administrators, HR personnel, and employees.
* Successful rollout of the system across all departments and locations.
* Regular maintenance and support plan established.

Milestone 1: Hardware Procurement and Initial Setup

Tasks:

* Procure biometric attendance hardware and software from approved vendors.
* Set up a dedicated project team consisting of IT specialists, HR representatives, and project management personnel.
* Define hardware installation requirements and allocate resources accordingly.
* Establish communication channels and project management tools for efficient collaboration.

Duration: 2 weeks (02/14/2024 – 02/29/2024)

Budget: 15%

Milestone 2: Pilot Testing and Feedback

Tasks:

* Install and configure the biometric attendance system at the pilot location.
* Conduct training sessions for pilot users on system usage and protocols.
* Monitor system performance during the pilot phase and gather feedback from users.
* Identify any issues or challenges encountered during pilot testing and propose solutions.

Duration: 3 weeks (03/01/2024 - 03/21/2024)

Budget: 25%

Milestone 3: Full Deployment Preparation

Tasks:

* Incorporate feedback from pilot testing phase to make necessary adjustments to the system.
* Develop comprehensive training materials and documentation for system rollout.
* Plan and schedule training sessions for employees across all departments and locations.
* Finalize deployment strategy and allocate resources for full-scale implementation.

Duration: 3 weeks (03/22/2024 - 04/12/2024)

Budget: 25%

Milestone 4: Full Deployment and Integration

Tasks:

* Roll out the biometric attendance system across all departments and locations according to the deployment plan.
* Conduct training sessions for employees on system usage and protocols.
* Monitor system performance during the initial deployment phase and address any issues promptly.
* Integrate the biometric attendance system with existing HR and payroll systems to ensure seamless data exchange.

Duration: 4 weeks (04/13/2024 – 05/12/2024)

Budget: 35%

Constraints:

* Budget constraints.
* Time constraints for procurement, installation, and training.
* Compatibility with existing IT infrastructure.
* Regulatory compliance requirements related to data privacy and security.

Assumptions:

* Sufficient budget allocation for procurement, installation, and training.
* Availability of necessary resources and support from IT and HR departments.
* Timely delivery of hardware and software components.
* Minimal resistance to change from employees.

Risks:

* Technical issues during installation and configuration.
* Resistance from employees or management to adopt the new system.
* Data security breaches or privacy concerns.
* Integration challenges with existing systems.
* Potential delays in procurement or delivery of hardware/software components.

Stakeholders:

* Project Sponsor
* Project Manager
* IT Department
* HR Department
* Employees
* Vendors/Suppliers

Total Budget : $500000

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| **Stakeholder Name** | **Role** | **Description/Information** |
| Joni Adkins | Project Sponsor | Provides Support and high-level support for project. |
| Varun Kumar Reddy Bhavanam | Project Manager | Oversees the entire project, responsible for its success. |
| Krishna Sri Rachamanti | Technical Support | Provide technical expertise for system installation and integration |
| Saiprathap Reddy Pulagam | End User Support | Represents end users and provides input on system requirements and usability. |
| Madhushree Kurri | External Supplier | Provides hardware, software and services for the project. |
| Sri Vasavi Peravarapu | External Supplier | Provides hardware, software and services for the project. |
| Jammula Sri Laxmi Sathwika | End User | Will use the biometric attendance system for daily attendance tracking. |
| Greeshma Guduru | End User | Will use the biometric attendance system for daily attendance tracking. |

TEAM MEMBERS:

* Sri Vasavi
* Greeshma
* Sathwika
* Varun
* Krishna Sri
* SaiPrathap reddy
* Mani Chandra
* Madhu sree