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| Project Name | HR Payroll Process | Project Sponsor | **Jenny** |
| Strategic Fit |  | Project Manager | Chris Lucas |
| Date Raised | 2/07/2020 | Lead Function |  |

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| Background  Provide background information that includes the reasons for creating the project and mentions the key stakeholders who will benefit from the project result. | HR is an extensive role within a company, with responsibilities ranging from employee on boarding to payroll. With this project we will be looking closely at the payroll process and evaluating how it can be automated to save time and costs. The company employs about 40 employees and 10 consultants. |

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| Objectives  Describe the project goals and link each of them with related, SMART project objectives | The objective of this project is to streamline the payroll process, making it easier to collate and view all payments to employees, international and office based allowing for easier transactions with other relevant departments. |

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| Scope  Provide a high-level description of the features and functions that characterise the product, service, or result the project is meant to deliver. | Within Scope | Accurate calculations of al the payments, production of payslips and emailing the to all the employees and filed in a monthly folder |
| Outside Scope | The creation of monthly expense reports to be sent to the accountant and the director of the company. |

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| Constraints  Identify the specific constraints or restrictions that limit or place conditions on the project, especially those associated with project scope. | The main constraint that affects the project is the that this is a use case without any real specifications from the specified company. Time is also a factor that has to be monitored closely.  Automation has to be UiPath based and the database created in excel.  No access to a real database, thus a ‘dummy database’ will be required.  Payment schedule is every fortnight and requires all department data to be collated and updated.  Reports need to be in PDF format for easy reading. |

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| Assumptions  Specify all factors that are, for planning purposes, considered to be true. During the planning process these assumptions will be validated. | As this is a use case, there will be many assumptions to be made such as the size of the company, the number of employees and the employment cost. |

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| Risks  Outline the risks identified at the start of the project. Include a quick assessment of the significance of each risk and how to address them. | The Risks will be laid out in the separate risk assessment. |

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| Deliverables  Define the key deliverables that the project is required to produce in order to achieve the stated objectives. | A database, CRUD functionality, internet interactions calculations and document production as well as email execution |

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| Project Resources  People and their time, plus non-people resource e.g. systems, plant capacity etc. | Tshepiso Khoarane (40hrs) | UiPath |
| Premal Nayee (40hrs) | Microsoft |
| Mohammed Adam (40hrs) | Adobe |
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| Project Approval | | |
| **Name** | **Role/Job Title** | **Signature/Date** |
| Chris Lucas | Project Liaison |  |
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