# **Planning Document**

# **Milestone 1: Initial Project Planning and Risk Assessment**

Date: 9/9/2024

In this phase of the project, the creation of high-level architecture, functionalities for both employees and HR and a risk management plan will be developed. A detailed report with charts and PPT with all the goals.

**Milestone 2: Detailed System Architecture and Asset Collection**

Date: 9/30/2024

Detailed system architecture and functional and technical specifications will be declared.

User roles, interaction flow, database structure and non-functional requirements are outlined.

**Milestone 3: Implementation of Employee Portal and Core Functionalities**

Date: 10/21/2024

They are building the core functionalities of the employee portal. This involves setting up a login system allowing employees to view job positions, submit referrals and check the referral status. It is the groundwork for HR functionality for future milestones.

**Milestone 4: HR Management System Development**

Date: 11/11/2024

HR management functionalities like managing available positions, accepting or rejecting referrals, giving feedback about the referrals to employees. Employees can track the status of the referral through notifications or dashboards.

**Milestone 5: Final System Integration, Testing and Presentation**

Date: 12/2/2024

In this final stage, the team will be focused on system completion, which include end to end integration, testing, and refinement. The final report will be submitted to summarize the overall system design, and development process. A video presentation of the final report will be submitted.