**Intranet: Scope of Work**

Project Scope Statement

Estel Technologies is looking at creating an intranet for the organization for the purpose of centrally stored documents available to all. These include documents such as HR related forms and Marketing information and documentations of all existing products. The intranet, in the first phase will cover the HR and Marketing departments. This system will ensure efficient running of day to day work and will automate the current paper forms such as leave request and appraisals and ensure latest marketing documents are available to sales and other employees at a central repository.

Background to Project

The idea of the implementation of the intranet was brought up by focusing on certain problems which could be solved by the development of such a system. These problems included some employees having different versions of documents including product documentation, brochures etc. which led to duplication of efforts.

Furthermore, in efforts of going paperless, it was also noted that leave forms and appraisal forms are still done on physical paper and having them computerized will benefit the organization by giving greater accessibility and central storage. Hence, a real business need has been identified for this project and the intranet will ensure benefits to the organization from technology by controlling content.

Project Steps and Timeline

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| --- | --- | --- | --- |
| **Task** | **Start Date** | **End Date** | **Status** |
| Introduction to product and identify need | June 1st | June 1st | Complete |
| Research on Intranet, make preliminary document regarding framework of project | June 2nd | June 10th | Complete |
| Consolidate documents from departments. Brainstorm and take approvals for the content to be included on the intranet | June 11th | June 18th | Complete |
| Prepare final scope of work document for internal sign off and for defining scope of work for external vendor. | June 19th | June 21st | Complete |
| Identification and evaluation of vendors and award of work | June 22nd | June 27th |  |
| Design Options received from vendors and finalized | June 28th | June 30th |  |
| Intranet Development | July 1st | July 15th |  |
| Testing by vendor and departments | July 16th | July 20th |  |
| Final improvements and implementation | July 21st | July 25th |  |
| Final internal sign off from HR and Marketing | July 26th | July 26th |  |

Deliverables

1. Source Code
2. Final Product Documentation
3. Final Design Option
4. Libraries
5. All to be freeware
6. Packages used

**Departmental Division of Intranet (Static/Dynamic)**

Static: Fixed page with no action required.

Dynamic: Page capable of action.

1. **HR Department**

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| --- | --- |
| Holiday Planner/list | Static |
| Event Calendar | Static |
| Centrally stored and easily accessible standard documents | Static |
| Leave request and approval (reporting, notification) | Dynamic |
| Inductions for new hires (company’s mission, values, beliefs) | Static |
| Appraisals and performance reviews (graphic, department wise analysis of performance: designation wise and department wise). Use Rating | Dynamic |
| Learning management system: Online training courses and assessments | Static |
| Internal job vacancies (receiving applications, notifying applicant) | Static (Download Button) |
| Organizational chart | Static |
| Employee profiles (HR is Admin. employee data input and update/ maintain, user id password, designations, department, reporting, leave record). | Static |
| HR Policies | Static |
| Employee documents (contract, personal details) | Static |
| News and Announcements | Static |
| Employee expenses (project wise division, internal spending). Supporting docs to be provided(receipt). | Dynamic |
| Newsletter | Static |

1. **Marketing Department**

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| --- | --- |
| External and internal branding (image gallery) | Static |
| Standard Product Documentation | Static |
| RFP submissions – commercial / pricing | Static |
| RFP submissions – technical | Static |
| Corporate Profile and Certificates | Static |

1. **Technical**

* Source code.
* Decide which technology supplier should use. Prefer Linux. Will he use some packages: these packages should be freeware. What is the system requirement to host this system? How much capacity should system have to host this: RAM, CPU, Disk.
* We will host the intranet ourselves
* We will manage / update & make any ongoing changes to the intranet ourselves; we need a management interface (HR admin) to do this, - vendor to develop & provide this
* Secure user access – how to give this to employees
  + All employees to have access to all HR forms, and to their own HR data, but no access to other people’s HR data/forms – this is critical
  + All marketing people to have access to all marketing docs
  + Pre-defined people to have access to our RFP/tender submissions (e.g. We may give access to technical submission docs to all sales people, but only defined people to have access to price submissions). ACCESS CONTROL/ RIGHTS. Access management.
  + How to ensure that the intranet is not hacked by internal or external people to gain access to our marketing/price/HR data
  + Will employees access intranet via VPN?
  + Html 5. Compatible on both web and mobile. Security check from vendor. Option to reset password.