

The processes of onboarding and knowledge transfer for new members on a project team are often challenging and have an impact on a member's project experience. CGI aims to improve the project experience of its members by facilitating effective knowledge acquisition & transfer processes which, in-turn, will help reduce project costs and shorten onboarding timelines.

In an effort to achieve this goal, we are looking to engage several students on a diverse team to build the foundation of a "client-project onboarding portal". This portal will provide new team members with visibility into their assigned tasks while also enabling them to track their performance against these tasks, in order to be productive on their new projects. These onboarding tasks can represent formal trainings, required technology-stack-skills, and/or required paperwork.

## Project Overview

To formulate and build a portal that will serve as an Onboarding and Knowledge Management solution, designed to make the process of onboarding new CGI members to project teams more efficient and effective. Students will work with a team of CGI experts to not only help solve this problem/challenge but also learn critical skills needed as they enter the workforce.

## Project Details

The proposed Onboarding and Knowledge Management portal will achieve a couple of objectives:

- Provide a structured way for new team members to be onboarded to a project/team
- Provide the ability to track a team member's progress against an onboarding plan
- Provide a platform where project knowledge can be captured, shared, and archived on an ongoing basis



## STUDENT EXPERIENCE

As part of this project, participating students will gain valuable skills that will prepare them for success as they make their foray into the workforce. Students will also gain hands-on experience in the following areas:

- Agile methodologies
- Participation in project ceremonies
- Collaboration with key stakeholders
- Exposure to Human-centered Design and design-thinking methodologies

## ABOUT CGI

Founded in 1976, CGI is among the largest IT and business consulting services firms in the world.

Operating across the globe, CGI delivers end-to-end capabilities, from strategic IT and business consulting to systems integration, managed IT and business process services and intellectual property solutions, helping clients achieve their goals, including becoming customer-centric digital enterprises.

For more information about CGI, visit [cgi.com](https://www.cgi.com), or email us at [info@cgi.com](mailto:info@cgi.com).

The following non-exhaustive scenarios have been identified to achieve these objectives:

- A new or existing team member logs-in to the portal and is presented with tasks that have been assigned to them
- A project manager and/or lead can create and/or assign tasks to his or her team members
- A user's ability to use a "Copy From" feature to duplicate and assign an existing task list to team members
- A reporting tool that enables project managers and/or leads track member progress and also review/approve the completion status of onboarding tasks

The outcome of this Capstone Project would be a software solution that meets these objectives, along with its associated artifacts like architecture documentation, user personas, user journeys/workflows, UI/UX prototypes, software development environment setup, code documentation, testing artifacts, etc.

Students should expect to learn about modern software-development techniques in an enterprise setting such as:

- Design-thinking methodologies
- Ideation and UI/UX rapid prototyping
- Agile software development
- Product and Project management