Weekly Project Brief - Internal HRMS Rollout (Q3 Phase)

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This week's update covers key developments across planning, execution, and client coordination for the HRMS platform integration. The project continues progressing along the approved roadmap, with the latest deployment milestone approaching its release window.

The team finalized the CRD update last Thursday and ensured its alignment with our revised milestone plan. All dependencies were reviewed, and the Go-Live date was updated to reflect the impact of the recent infrastructure delay. Stakeholders were notified, and the new schedule has been uploaded to the central tracker and circulated during the weekly stand-up.

We conducted a joint Planning & Design session with the development and QA leads to review the component-level mappings, authentication modules, and third-party payroll APIs. Meeting notes were shared post-call, and all major decisions have been tagged in the project's collaboration space. Follow-up actions from the call were assigned, including adjustments to the user provisioning logic and field validation rules. These are being tracked in the JIRA sprint board.

During the same session, the EPS tool was used to document the field-level mapping and architecture flow for the core attendance module. The design document includes rationale for optional components

excluded due to current scope limitations. These were acknowledged and approved by the SA and customer architect.

The CSAT survey for the phase-1 delivery was launched last week, titled "HRMS Phase 1 Feedback". The customer contact (Mr. Naveen Nair, HR Ops Head) has confirmed receipt and shared the link internally with key HR stakeholders. Three responses have already been logged, and results will be reviewed during the upcoming client QBR.

From an engineering standpoint, performance tuning continued on the data ingestion pipeline. Batch load speeds were optimized by 22%, with logs moved to asynchronous streams. Internal code reviews found no major issues. Unit and integration testing are tracking on time. DevSecOps team pushed security scans, and 2 minor vulnerabilities were patched on the API layer.

As part of our standard protocol, post-deployment checks were initiated after the staging cutover. The EPS lifecycle tracking page now reflects 100% test completion and handoff acceptance. All validations (especially payroll calculations and holiday calendar sync) have passed QA. The checklist was reviewed jointly by QA and functional leads and uploaded to the compliance folder.

Meanwhile, the support team initiated KT (Knowledge Transfer) to the helpdesk and L1 ops. KT deck and FAQs are being iterated this week. The onboarding flow integration with Okta is pending final signoff by the Identity team. Once cleared, the handoff will be considered complete.

Financially, the project remains within budget. No new change requests have been raised. Utilization for both in-house and external consultants is tracking as per forecast. The next billing milestone is tied to the UAT start, which is tentatively scheduled for July 18.

On the customer front, we continue to receive timely feedback. The kick-off session conducted in April helped establish key communication flows and escalation paths. All meeting summaries are available on Teams. We are also working on archiving all closure documents from phase-0 and ensuring that our SCN and CAF compliance is up to date for upcoming closure cycles.

Risk-wise, a red flag was raised earlier this week regarding possible overlap in reporting formats between two HR tracks. A mitigation plan has been documented, and the dependencies have been removed

to avoid rework. Issue tracker has been updated, and the client PM has acknowledged the plan.

Next Steps:

- Finalize Okta flow and trigger approval checks - Begin UAT planning with customer HR - Monitor CSAT trends and prepare scorecard - Conduct next weekly risk review on July 12 - Prepare SCN package for Phase 1 closure

The team is in strong rhythm and continues to maintain high transparency and collaboration with the client across deliverables and expectations.