**Project:**

Time tracking and Payroll Application

**Project Overview:**

The time tracking and payroll project aims to develop and implement a comprehensive application that enables staff to log in from anywhere on the network and efficiently track their time, including different types of time off, such as personal time off and short-term disability. The project utilizes Agile methodologies, specifically the Scrum framework, to ensure iterative development and effective project management. The key objectives of the project are to create an application that collects time information based on the employee’s time zone, provides options for managers to correct information, ensures secure login and manager-level access, and integrates with the existing payroll system.

**Project Charter:**

Project Objectives:

1. Develop a user-friendly and efficient time tracking and payroll application
2. Enable employees to log their working hours and different types of time off accurately
3. Automate payroll calculations and ensure timely and accurate salary payments
4. Improve data accuracy and reduce manual data entry errors
5. Enhance security measures to ensure confidential employee information is protected
6. Provide managers with the ability to review and correct employee time tracking records
7. Enable integration with the existing payroll system to streamline the overall payroll process

Stakeholders:

1. Project Sponsor: Jayce Smithson
2. Project Leader: Kyle Geltmaker
3. Scribe: Dylan Lee Hatton
4. Product Owner: Samuel D. Holland
5. Scrum Master: Maxwell Gordon Hogg
6. Scrum Team Specialist: Angel Moreno
7. Employees and Managers
8. Finance Department
9. IT department
10. Human Resources Department

Project Scope: The project will encompass the following key components:

1. Design and development of a web-based time tracking and payroll application
2. Integration of the application with the existing payroll system
3. Implementation of security measures for user authentication and data privacy
4. Time tracking functionality for employees to log their working hours and different types of time off
5. Manager access to review and correct employee time tracking records
6. Generation of accurate payroll reports and calculation of salary based on recorded time

Project Constraints:

1. Budget: The allocated budget for software development is $500,000
2. Time: The project is expected to begin June 16, 2023 and be completed February 16, 2024
3. Resource Availability: The project team's availability and expertise may impact the project timeline and deliverables
4. Legal and Regulatory Requirements: The application must comply with relevant employment and data protection laws and regulations

Project Deliverables:

1. Requirements Documentation
2. Application Design Specifications
3. Developed and Tested Time Tracking and Payroll Application
4. Integration with Existing Payroll System
5. User Manuals and Training Materials
6. Implementation Plan and Rollout Strategy

High-Level Timeline:

Start Date: 6/16/2023

Finish Date: 2/16/2024

**High-level Work Breakdown Structure:**

Project Initiation:

1.1 Define objectives and scope

1.2 Identify key stakeholders

1.3 Develop project charter

1.4 Conduct risk assessment

1.5 Obtain project sponsor approval

Requirements Gathering and Analysis:

2.1 Gather requirements from stakeholders

2.2 Analyze current time tracking and payroll processes

2.3 Define functional requirements

2.4 Identify system integration needs

2.5 Conduct feasibility study

2.6 Document requirements

System Design and Architecture:

3.1 Define system architecture

3.2 Design user interface and user experience (UI/UX)

3.3 Design database structure

3.4 Define security measures and access controls

3.5 Create prototypes

3.6 Obtain design approvals

Application Development:

4.1 Set up development environment

4.2 Develop time tracking features

4.3 Develop payroll features

4.4 Implement security features

4.5 Integrate with existing systems

4.6 Perform unit testing

4.7 Refine and debug the application

4.8 Conduct system testing

User Acceptance Testing (UAT):

5.1 Prepare UAT test cases and scenarios

5.2 Engage end-users in UAT activities

5.3 Collect and document user feedback

5.4 Address issues and bugs identified during UAT

Training and Documentation:

6.1 Develop guides and user manuals

6.2 Conduct training sessions for employees

6.3 Create knowledge base

6.4 Provide ongoing support

Data Migration and Integration:

7.1 Extract data from existing systems

7.2 Transform data

7.3 Migrate data to the new system

7.4 Perform data validation

7.5 Integrate with external systems (HR, Finance)

Deployment and Rollout:

8.1 Develop deployment plan and schedule

8.2 Prepare production

8.3 Install and configure the application

8.4 Conduct final system testing

8.5 Execute rollout plan

Project Closure:

9.1 Obtain project sign-off and approval

9.2 Conduct project review and lessons learned

9.3 Archive project documentation

9.4 Celebrate project success

**Detail-level Work Breakdown Structure:**

Project Initiation:

1.1 Define project objectives and scope

1.2 Identify project stakeholders and their roles

1.3 Conduct stakeholder communication planning

1.4 Develop project charter

1.5 Obtain project sponsor approval

Requirements Gathering and Analysis:

2.1 Conduct stakeholder interviews

2.2 Document requirements

2.2.1 Gather time tracking requirements

2.2.2 Gather payroll requirements

2.2.3 Gather time off tracking requirements

2.3 Analyze existing time tracking and payroll processes

2.3.1 Analyze existing time tracking methods and tools

2.3.2 Evaluate current payroll processes and systems

2.4 Identify system integration needs and requirements

2.4.1 Determine integration process with HR system

2.4.2 Identify integration requirements with finance system

2.5 Perform feasibility studies and cost-benefit analysis

2.6 Determine non-functional requirements (performance, security)

System Design and Architecture:

3.1 Define system architecture

3.2 Design application structure and components

3.3 Design user interface and user experience (UI/UX)

3.3.1 Design time tracking system

3.3.2 Design user interface for payroll system

3.3.3 Incorporate UI/UX designs

3.4 Design database schema and data flow

3.4.1 Define database for time tracking

3.4.2 Design data structure for payroll calculations

3.5 Determine security measures and access controls

3.5.1 Implement authentication and authorization

3.6 Obtain approval from stakeholders

Application Development:

4.1 Set up development environment

4.2 Develop time tracking system

4.2.1 Develop user interface for time entry

4.2.2 Implement logical calculations for capturing time by project and task

4.2.3 Develop workflow for time entries

4.3 Develop payroll system

4.3.1 Build logical calculations for determining employee salaries, deductions, and payable taxes

4.4 Implement security features

4.4.1 Configure user authentication

4.4.2 Implement encryption for sensitive data storage

4.5 Integrate with existing systems (HR, finance)

4.5.1 Establish data transfer system with finance department

4.6 Perform unit testing for each module in the system

4.7 Debug the application code

4.8 Conduct system testing

User Acceptance Testing (UAT):

5.1 Prepare UAT test cases and scenarios

5.2 Engage with end-users

5.2.1 Conduct UAT test cases and scenarios

5.2.3 Address user feedback and issues

5.3 Document results

5.4 Obtain sign-off approval

Training and Documentation:

6.1 Develop user manuals and guides

6.1.1 Create user guide for time tracking module

6.1.2 Create user guide for payroll processing

6.2 Conduct training sessions

6.3 Create online help documentation and knowledge base

6.4 Provide ongoing support

Data Migration and Integration:

7.1 Identify data sources

7.2 Retrieve data from existing systems

7.2.1 Retrieve employee data from HR system

7.2.2 Retrieve time tracking data

7.3 Transform data

7.4 Migrate data to the new system

7.4.1 Load employee data into time tracking module

7.4.2 Load employee data into payroll module

7.5 Perform data validation

7.6 Integrate with external systems (HR, finance)

7.6.1 Test integrations with HR and finance department

Deployment and Rollout:

8.1 Develop plan and schedule

8.2 Prepare production

8.2.1 Set up servers, databases, and network

8.2.2 Configure security measures

8.3 Install and configure application

8.3.1 Deploy and configure time tracking module

8.3.2 Deploy and configure payroll module

8.4 Conduct final testing

8.5 Execute rollout plan

8.5.1 Inform employees about the new system

8.5.2 Monitor system performance and address issues

Project Closure:

9.1 Obtain project sign-off approval

9.2 Conduct project review and lessons learned

9.3 Archive project documentation

9.4 Celebrate project success

**Project Resource Listing:**

Kyle Geltmaker, Project Leader

* Created meeting agendas and deliberated throughout the project
* Participated in brainstorming sessions and contributed to the completion of the project
* Participated in creating documentation and ensured assignments were delivered on time

Dylan Lee Hatton, Scribe

* Documented the start and end of meetings, attendance, and project subject matters
* Participated in brainstorming sessions and contributed to the completion of the project
* Participated in creating documentation and ensured assignments were delivered on time

Samuel D. Holland, Product Owner

* Ensured project progress remained ahead on time and ahead of schedule
* Participated in brainstorming sessions and contributed to the completion of the project
* Participated in creating documentation and ensured assignments were delivered on time

Maxwell Gordon Hogg, Scrum Master

* Ensured that the project follow Scrum procedures
* Participated in brainstorming sessions and contributed to the completion of the project
* Participated in creating documentation and ensured assignments were delivered on time

Angel Moreno, Scrum Team Specialist

* Ensured that the project follow Scrum procedures
* Participated in brainstorming sessions and contributed to the completion of the project
* Participated in creating documentation and ensured assignments were delivered on time

**Project Schedule Plan:**

Schedule Management Plan

1. Introduction
   * Project Name: Time Tracking and Payroll System Implementation
   * Project Start Date: June 16, 2023
   * Project Finish Date: February 16, 2024
   * Project Manager: Chris Kupiainen
   * Project Objectives: Develop and implement a new time tracking and payroll system that allows staff to log in from anywhere on the network, collects time information based on employee time zones, tracks different types of time off, enables manager corrections, provides secure logins, and integrates with the payroll system.
   * Project Approach: Agile Methodologies (SCRUM)
2. Scope and Deliverables
   * Scope: The project includes the development and implementation of the time tracking and payroll system, incorporating features like remote login, time zone-based time tracking, different types of time off tracking, manager correction functionality, secure logins, and integration with the payroll system.
   * Deliverables: a. User requirements documentation (Completion Date: June 29, 2023) b. System design and architecture (Completion Date: August 24, 2023) c. Time tracking application development (Sprints 1-6, Completion Date: September 7, 2023) d. Integration with the payroll system (Completion Date: September 21, 2023) e. Testing and quality assurance (Completion Date: October 19, 2023) f. Deployment and system rollout (Completion Date: November 30, 2023)
3. Project Schedule
   * The project will follow SCRUM methodology with iterative sprints of 2 weeks each.
   * Total number of sprints: 17
   * Milestones and target completion dates: a. Sprint 1: User requirements documentation – June 29, 2023 b. Sprint 2: System design and architecture – July 13, 2023 c. Sprints 3-8: Time tracking application development – September 7, 2023 (2 weeks per sprint) d. Sprint 9: Integration with the payroll system - September 21, 2023 e. Sprint 10: Testing and quality assurance - October 19, 2023 f. Sprint 11: Deployment and system rollout – November 30, 2023 g: Project Closure and handover – February 8, 2024
4. Activity Sequencing
   * Activities within each sprint will be determined during sprint planning sessions.
   * Dependencies between activities will be identified and managed within each sprint to ensure smooth progression and minimize delays.
5. Resource Management
   * Resources required: a. Development team members (4 developers, 1 UI/UX designer, 1 database administrator) b. Project Manager (Chris Kupiainen) c. Testers (2 QA engineers)
   * Resources will be allocated based on their availability and skills for each sprint.
6. Schedule Control
   * The project schedule will be regularly monitored and controlled by the project manager.
   * Weekly project status meetings will be conducted to review progress and address any schedule deviations or issues.
   * Any necessary corrective actions will be taken to bring the project back on track.
7. Risk Management
   * Potential schedule-related risks will be identified and documented.
   * Strategies and contingency plans will be developed to address identified risks.
   * Regular risk assessments will be conducted, and the risk management plan will be updated accordingly.
8. Change Management
   * Changes to the project schedule will be assessed for their impact on overall timelines.
   * A change control process will be implemented to evaluate, approve, and implement schedule changes.
   * The project manager will be responsible for managing schedule related.

**Stakeholder Management Plan:**

| Stakeholders | Title/role | Interest: How much does the project effect them 1,2,3 | What is the stakeholders most important goal? | He will he/she contribute? | Best way to manage | Contact Info |
| --- | --- | --- | --- | --- | --- | --- |
| Jayce Smithson | Project Sponsor | 1 | They stay on time and budget. | May discuss their own publications and to the press | Phone/email | 282-695-4211 jsmithson@gmail.com |
| Samuel Holland | Product Owner | 1 | Time and budget | Responsible for the project | Phone/email | 269-542-2645  sholland@gmail.com |
| Kyle Geltmaker | Team Leader | 1 | Budget and project to meet deadlines. | Daily Lead holds meeting on project process | Phone/email | [Kgeltmaker@gmail.com](mailto:Kgeltmaker@gmail.com)  317-584-2691 |
| Maxwell Hogg | Scrum Master | 1 | Project stay organized and stays on a timeline. | Responsible for project timeline | Phone/email | [mhogg@gmail.com](mailto:mhogg@gmail.com)  765-7613804 |
| Angel Moreno | Scrum Team Lead | 1 | Efficient project delivery | Responsible for managing scrim team. | Phone/email | 219-246-6353  amoreno@gmail.com |
| Human Resources Department |  | 1 | Project leader stays in contact with HR | Very little but wants to stay informed. | Phone | 317-787-4211 |
| Payroll Department |  | 2 | Budget | Very little | Phone | 317-707-0901 |
| IT Department |  | 2 | Want the technology to be up to date and meet standard operations. | Very little | Phone | 317-951-9464 |
| Employees and Managers |  | 3 | Want to be kept in the loop about the project. | Very little | Phone | 574-277-2223 |
| Financial Department |  | 3 | Budget | Very little | Phone | 629-286-8531 |

**Product Backlog:**

Product Backlog:

1. User Registration (Completed)
   * User registration form
   * Email verification process
   * User profile setup
2. Login and Authentication (Completed)
   * Secure login functionality
   * Password encryption and storage
   * Two-factor authentication implementation
3. Time Tracking (Completed)
   * Employee time logging feature
   * Different types of time off (personal time off, short-term disability, etc.)
   * Time zone-based time tracking
4. Manager Functions (Completed)
   * Manager-level login and access control
   * Ability for managers to review and approve employee time entries
   * Option for managers to correct time tracking information
5. Reporting and Analytics (Completed)
   * Generate reports on employee time tracking data
   * Analytics dashboard for managers to monitor team productivity
   * Integration with payroll system for data transfer (batch processing)
6. Security and Data Privacy (Completed)
   * Implementation of secure data storage practices
   * Protection against unauthorized access and data breaches
   * Compliance with data privacy regulations
7. User Interface (UI) and User Experience (UX) (Completed)
   * Intuitive and user-friendly interface design
   * Responsive design for different devices and screen sizes
   * User feedback collection and continuous improvement
8. Integration with Payroll System (Batch Processing) (Complete)
   * Data extraction and transformation for batch processing
   * Scheduled data transfer between time tracking and payroll systems
   * Error handling and data validation mechanisms for batch processing
9. Testing and Quality Assurance (Complete)
   * Test plan development and execution
   * Functional testing of all features and scenarios
   * Performance and security testing
10. Documentation and Training (Complete)
    * User documentation and help resources
    * Training materials for employees and managers
    * Training sessions for support and maintenance teams

**Closing the Project:**

1. Project Review:
   * Conduct a project review meeting with the project team and key stakeholders
   * Evaluate the project’s overall performance, accomplishments, and challenges
   * Discuss the effectiveness of the project management processes
   * Collect feedback on team collaboration, communication, and project execution
   * Identify areas in need of improvements and enhancements
2. Closure and Transition:
   * Transfer ownership of the application to the operational team
   * Transfer documentation and knowledge base to operational team
   * Provide support to the operational team during transition
   * Close project accounts and contracts
3. Lessons Learned:
   * Share the lessons learned report with the stakeholder
   * Encourage improving and enhancing process for future projects
4. Project Closure Sign-off:
   * Obtain sign-off and approval from the project sponsor and stakeholders
   * Confirm that all closure activities have been completed
5. Documentation Archiving:
   * Ensure that project documentation is stored for future reference
6. Project Closure Communication:

* Communicate the project’s closure to stakeholders and team members
* Share project outcomes and learned knowledge from the project with the stakeholders and organization