

Conestoga Human Resource Management Project Charter

1. System Objective

Conestoga College requires a new information system to replace the current human resources software product, which is no longer supported by the vendor. The new system must support maintenance of information about departments, positions and employees. Employee contact, compensation and performance appraisal information must be managed. A module to manage hiring is also required. The new system must provide an extensive set of reports that can be viewed on screen or printed.

2. Project Roles/Responsibilities

Client Staff

- Ima Manager – Project sponsor, responsible for approving the project initially and then approving deliverables as the project proceeds
- Iam Incharge - Product owner, responsible for working with the IT team leader to manage the project on a day-to-day basis
- Ima Clerk – Project contact, responsible for providing information and answering questions for the technical staff

Technical Staff

- Larry Stooge – Project leader, responsible for working with the product owner on project planning and ensuring deliverables satisfy client requirements and are on time
- Curly Stooge – Developer, responsible for systems analysis, design and development
- Moe Stooge - Developer, responsible for systems analysis, design and development

3. Business Benefits

The new system will:

- Ensure the security and confidentiality of HR information
- Enhance the maintenance of basic employee information
- Improve hiring competitions by replacing interview scheduling by hand
- Provide improved access to performance appraisal information
- Ensure accurate calculation of initial faculty salary

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4. Requirements

a. Functional Requirements

#	Event	Source Actor	Use Case Name	System Response	Destination Actor
		Source Actor + Verb + Object			
1	Position information is added, updated or deleted	HR Clerk	HR Clerk Maintains Positions	The system adds, updates or deletes position information	HR Clerk
2	Department information is added, updated or deleted	HR Clerk	HR Clerk Maintains Departments	The system adds, updates or deletes department information	HR Clerk
3	Basic Employee information is added, updated or deleted	HR Clerk	HR Clerk Maintains Basic Employee Information	The system adds, updates or deletes basic employee information	HR Clerk
4	Employee work contact information is added, updated or deleted		HR Clerk	HR Clerk Maintains Employee Work Contact	HR Clerk
5	Employ home contact information is added, updated or deleted	HR Clerk	HR Clerk Maintains Employee Home Contact	The system adds, updates or deletes employee home contact information	HR Clerk
6	Compensation for administrators is added, updated or deleted	HR Compensation Clerk	HR Compensation Clerk Maintains Administrator Compensation	The system adds, updates or deletes administrator compensation information	HR Compensation Clerk
7	Compensation for faculty is added, updated or deleted	HR Compensation Clerk	HR Compensation Clerk Maintains Faculty Compensation	The system adds, updates or deletes faculty compensation information	HR Compensation Clerk
8	Compensation for support staff is added, updated or deleted	HR Compensation Clerk	HR Compensation Clerk Maintains Support Staff Compensation	The system adds, updates or deletes support staff compensation information	HR Compensation Clerk

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9	Compensation for newly hired faculty is calculated	HR Compensation Clerk	HR Compensation Clerk Calculates New Faculty Compensation	The system processes parameters entered by the clerk and calculates the salary step and salary of newly hired faculty	HR Compensation Clerk
10	Performance appraisal information is added, updated or deleted	HR Performance Management Clerk	HR Performance Management Clerk Maintains Performance Appraisals	The system adds, updates or deletes employee performance appraisal information	HR Performance Management Clerk
11	Hiring competition information is added, updated or deleted	HR Recruitment Clerk	HR Recruitment Clerk Maintains Competitions	The system adds, updates or deletes hiring competitions	HR Recruitment Clerk
12	Competition interviews are scheduled	HR Recruitment Clerk	HR Recruitment Clerk Schedules Interviews	The system adds, updates or deletes interviews	HR Recruitment Clerk
13	Competition interviewers are added, updated or deleted	HR Recruitment Clerk	HR Recruitment Clerk Maintains Interviewers	The system adds, updates or deletes interviewers	HR Recruitment Clerk
14	A department list report is required	HR Employee	HR Employee Runs Department List	The system displays a list of departments with the option of printing	HR Employee
15	A position list report is required	HR Employee	HR Employee Runs Position List	The system displays a list of positions with the option of printing	HR Employee
16	An employee list report is required	HR Employee	HR Employee Runs Employee List	The system displays a list of employees with the option of printing	HR Employee
17	A basic employee detail information report is required	HR Employee	HR Employee Runs Employee Detail Report	The system displays detail information for an employee with the option of printing	HR Employee

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18	An employee work contact list is required	HR Employee	HR Employee Runs Employee Work Contact List	The system displays a list of work contact information with the option of printing	HR Employee
19	An employee work contact detail report is required	HR Employee	HR Employee Runs Employee Work Contact Report	The system displays detail work contact information for an employee with the option of printing	HR Employee
20	An employee home contact list is required	HR Employee	HR Employee Runs Employee Home Contact List	The system displays a list of home contact information with the option of printing	HR Employee
21	An employee home contact detail report is required	HR Employee	HR Employee Runs Employee Home Contact Report	The system displays detail home contact information for an employee with the option of printing	HR Employee

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b. Non-functional Requirements

- Access to HR information must be carefully controlled
- The system must be easy for new employees to learn and use
- The production system must be available 99.9% of the time
- Response time must not exceed 5 seconds
- The system must be backed up regularly

5. Project Critical Success Factors

- The project sponsor must make timely decisions when project milestones are reached
- The product owner must be co-located and work with the development team on a daily basis
- Business staff must be readily available to answer questions for the technical staff
- Business staff must be available to attend product demonstrations and provide feedback to the technical staff
- The technical staffing level and technical staff time commitment must not drop

6. Preliminary Technical Architecture

a. Development Environment

- Justinmind, Use Case Editor, PlantUML, Visual Paradigm
- C#, Visual Studio, WinForms
- Existing developer PCs and laptops running Windows 10

b. Server Production Environment

- Microsoft Cloud
- Microsoft Azure

c. Client Production Environment

- Existing client PCs and laptops running Windows 10