

CUSTOMER – employee performance management automation

Project Governance



Date

synergita

Introduction

This document provides high level information for governing the implementation project for automating employee performance management process. These automation projects give lot of insight into the existing manual / Excel based process and opportunities. It also provides opportunity to re-engineer and make the appraisal process better and simpler.

It is important to bring in a structure on the execution and top management involvement during the implementation process.

Project Team Members

Following table provides the details of the project team members. Project team consists of people from Customer & Synergita. Team from customers end will provide all the necessary data for implementation and get trained on the software for administration, user acceptance testing, etc.

Project team will have regular meetings and reach out to each other directly for faster communication and smooth execution of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the team member | Role of the team member | Contact Number | Email Address |
| Customer |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Synergita |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Governing Council

Governing council will guide the team on the requirements, take critical decisions on the project, provide necessary approvals, resolve any potential bottlenecks that may arise during the implementation, etc.

Project team will keep the governing council updated with the project progress + give Red/Amber/Green indicators on each activity regularly.

Governing council will also be available throughout the implementation for seeing the demo of the setup.

|  |  |  |
| --- | --- | --- |
| Name of the team member | Contact Number | Email Address |
| Customer |  |  |
|  |  |  |
|  |  |  |
| Synergita |  |  |
|  |  |  |
|  |  |  |

Escalation Matrix

Just in case if things are not going well, following team members would jump and make sure that the project comes back on track.

|  |  |  |
| --- | --- | --- |
| Name of the team member | Contact Number | Email Address |
| Customer |  |  |
|  |  |  |
|  |  |  |
| Synergita |  |  |
|  |  |  |
|  |  |  |

High level Project Plan

|  |  |  |
| --- | --- | --- |
| Step | Responsibility | Target Date |
| Kick-off Meeting |  |  |
| Employee Data | Customer |  |
| Import employee data in Stage Server |  |  |
| Feedback forms & Workflow | Customer |  |
| Setup Feedback form & workflow in the software |  |  |
| Training the HR Administrators of Customer | Customer & Synergita |  |
| User Acceptance Testing | Customer & Synergita |  |
| Go-Live Preparation (Training & internal communication ) | Customer |  |
| Go-Live | Customer |  |

Communication Mechanism

We will predominantly use GotoMeeting, Emails and phone for communicating between team members.