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| **Project Name - Goal**: Purchase, install, and give in use an HR app specialized in employee self-services used by all employees without costs to manage their leave balances before the end of the year | | | | | | | |
| **Supervisor** | | | |  | | | |
| **Start Date** | | | | **May 1st, 2023** | | | |
| **End Date** | | | | **November 30th, 2023** | | | |
| Activity | Start Date | End Date | Assigned to | | Priority | Status | Observations |
| Activity #1: Researching | May 1st, 2023 | May 31st, 2023 | Employees: HR #1, #2, #3, Acquisition #4, Juridical #5 | | High | Completed 25% |  |
| State-of-the-art HR apps specialized in employee self-service | May 1st | May 15th | HR #1, #2, #3 | | High | Completed 50% |  |
| Analyze costs and implementation requirements | May 1st | May 15th | HR #2, HR #3 | | High |  |  |
| Install and test free trial versions | May 15th | May 20th | HR #1 | | High |  |  |
| Decide on an HR app and start the acquisition process | May 20th | May 31st | HR #1, #2, #3 Acquisition #4, Juridical #5 | | High |  |  |
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| Activity #2: Installing the HR app | June 1st, 2023 | June 30th, 2023 | Employees: IT #1, #2, Acquisition #4, Juridical #5 | | High | Not started |  |
| Inventory current hardware and software resources | June 1st | June 7th | IT #1, #2, Acquisition #4, Juridical #5 | | Medium |  |  |
| Purchase new devices or update existing ones (optional, based on Task 1 results) | June 7th | June 15th | Acquisition #4 | | Medium |  |  |
| Install new software | June 15th | June 25th | IT #1, #2 | | High |  |  |
| Tests | June 25th | June 30th | IT #1, #2 | | Low |  |  |
|  |  |  |  | |  |  |  |
| Activity #3: Training employees | July 1st, 2023 | August 31st, 2023 | Employees: HR #1, #2, #3 | | High | Not started |  |
| Plan training sessions, dividing employees into groups | July 1st | July 7th | HR #1, #2, #3 | | High |  |  |
| Rent or book office space | July 7th | July 15th | HR #3 | | Low |  |  |
| Schedule training sessions | July 15th | August 15th | HR #1 | | High |  |  |
| Gather feedback | August 15th | August 31st | HR #2 | | Low |  |  |
|  |  |  |  | |  |  |  |
| Activity #4: Run a test session | September 1st, 2023 | November 30th, 2023 | Employees: HR #1, #2, #3 | | High | Not started |  |
| Select a trial group including employees with different jobs and work schedules | September 1st | September 7th | HR #1, #2, #3 | | Medium |  |  |
| Analyze the efficiency of the program and gather feedback from the test group | September 7th | November 25th | HR #1, #2, #3 | | High |  |  |
| Generate reports and statistics to analyze data sessions | November 25th | November 30th | HR #1 | | High |  |  |