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HRM-520 Human Resource Information System

Project Management Roadmap

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**Implementing HRIS**

# **Introduction**

HRIS refers to a computer software that is used in many organizations, companies, firms, and businesses to aid employees in accomplishing daily tasks to enhance productivity in such institutions. HRIS increases output or production of an organization through improved efficiency in service delivery and works accomplishment. Improved efficiency of an organization based on HRIS system is realized upon implementation of an appropriate system (Schultheis & Sumner, 2007). Various factors such as cost and benefits of the selected HRIS system are very significant in its implementation.

The system will be employed to collect and manage information that will be crucial in making decisions at Gladwell grocery stores. The system has a program, through the interaction and interconnection with human resources information will monitor all activities done in the stores from the time workers report to work till the time they leave the enterprise location. The system program has a reliable database that stores, retrieves information and permits data analysis and reporting using the various tools (Macy, 2004). The system will achieve the following goals that serve a significant advantage to the business.

* To Monitor movement of people inside and around the grocery stores
* To lessen the workload by the employees in the stores and offices in accomplishing various tasks
* To enhance service quick delivery to customers in the grocery stores
* To ensure there is a reliable and easy process or creating, transferring and analyzing reports
* To increase the accuracy and accessibility of data among then workers within the enterprise.

This paper outlines the various aspects necessary for the implementation if an appropriate HRIS system for the Gladwell Grocery Stores. In implementing the system, a plan of Gladwell Grocery Stores project management has been created. This has been highlighted in the project management process. Justifying benefits of the system based on cost is also one of the major aspects discussed. Metrics upon which the system will utilize to enhance significant value have also been outlined.

# **Project Management Process**

This refers to the procedure followed in ensuring a project is well initiated, planned, executed, controlled and monitored and finally brought to closure upon successful accomplishment of project aims. In this section creation of an organization, a plan is one of the key tasks completed. It guides project crew in ensuring activities are carried out as required. In creation of a management plan that will be sued in realizing the adoption of a suitable HRIS system within grocery stores follows the following steps;

## **Configuration of HRIS program**

In this stage considerations on proper identification of the enterprise's procedures and policies and workflows that are connected coworkers' payrolls are made. Likewise, putting up reliable means and procedures on the way the system will function vital to ensure that the HRIS can cloud on nature of existing commercial operations.

## **Data interfacing with additional systems and updating old data into the system**

A specialist does the work of updating the past data I to the system keeping in mind to avoid data losses. Training of the employees adequately within the organization and ensuring the required personnel who will be required to operate the system are in deep understanding of how the system work, is also a major activity in this stage.

## **System preparation through time budgeting and money employment, and communications**

In this stage, the organization resources are put to use effectively. The workers save adequate time in this process. Energy and money are also consumed on the implementation of the system. A plan is developed to incorporate in a proper communication strategy to help in managing changes that might occur. These stages are crucial in the implementation of the system in the grocery stores and therefore the project team should adhere to sequentially in the entire project.

# **Justification of Cost of the System**

This is a very challenging phase in implementing the system software that many resource manager ought to be courteous about. It is in this phase that the organization replaces the old system with a new one especially the payroll system and hence, it is a sensitive stage. Here the enterprise needs to answer various questions concerning the cost of the new system software. Is the replacement worthy in the long run? Will the new system decrease cost? What about increasing revenue to the enterprise? To have an appropriate answer to these questions, an analysis on the cost benefit is done and careful decision s are made.

Below is a matrix table that shows analysis that can be adopted in the implementation of the system on the Gladwell Grocery Stores.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Direct | Indirect |
| Profit ( $110,751) | Income; $20,000 | Modify the employee work presentation; $10,000 | Quicker system; $15,384  Improved reporting alternatives; $12,000 |
| Cutbacks  $16,700 | Negated vendors  $14,200 | Staff time (like having free time to tackle additional matters; $21,400 |
|  |  |  |  |
| Cost Value ($50,000) | New-fangled Implementation  $40,000 | Cost that are out of pocket  $11,000 | Technical defies  $22,000 |

# **HR Metrics**

The metrics that can enhance high value in functioning of the system include cost for every single hire (Senger, 2005). The organization should be aware of cost that are consumed when hiring employees that are new to the enterprise

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Revenue for every employee should also be considered. It helps to know the quantity of money every worker is earning from the organization.

Benefit cost is also an essential metric. It helps the enterprise have a summary of benefits per employee that is costing the organization (Boudreau, 2007).

Absence degree should be considered since it enables the organization identifies the number of days any worker has not been reporting to work.

**References**

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