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A good human resource management system can significantly improve the bottom line of a company. In response to the request made by COO of Riordan Manufacturing Hugh McCauley, the purpose of this paper is to provide a way to integrate a variety of existing HR tools into a single integrated application so that the company can take advantage of a more sophisticated, state of the art, information system in the Human Resource department. Key Stakeholders

In order to make a more accurate assessment of what you will need in your new HR system it is important that you involve key stakeholders of the company in the decision making process. The following is a list of the key stakeholders that should be included in the decision-making process: CEO- Dr. Michael Riordan is the boss of the entire company and the person behind making the corporate strategies. He is primarily concerned with the performances of the company as well as the services the company is providing to the customers and employees. So integrating a new HR system directly involves him because it involves the performance and service of the company. Chief Operating Officer- Hugh McCauley directs, administers and coordinates the activities of the organization in support of policies, goals and objectives established by the chief executive officer and the Board of Directors.

Director of HR- Yvonne McMillan develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, and training and employee services. Director of Account and Finance- Donald Bryson directs financial activities of an organization.

Chief Financial Officer- Dale Edgel directs the accounting, finance and

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Human Resources functions toward achievement of the company's key results while upholding company values. Chief Information Officer- Chief IS/IT officer of organization. Maria Trinh develops strategy for information systems department based on long term corporate goals and are key in the implementation of the new HR system. Chief Legal Counsel- Lowell Bradford advises the corporation concerning legal rights, obligations and privileges.

Information gathering and Analysis Tools

It is important to have information gathering techniques so that no information can be overlooked. The information system that we are looking for must meet the requirements of the organization and the employees that will be using the system. The first part of information gathering should consist of identifying information sources. The main sources of information in the company should be employees who use the system and will be using the new one because they can tell you what works and what does not work or basically what's good about this system so that we can implement it in the new system. Another source is forms and documents that have been used in the past for example accreditation paperwork or system requirement paperwork.

There are also procedure manuals, rule books and reports that can be used to gather information as well. Once the analyst have identified proper sources they will then view the current system and determine the system's problem areas as seen by the people who currently use the system and from that develop the SRS (Systems Requirements Specification) which is a tool that analyst use to specify what information requirements will be provided and also can be used for detailed design of the system. The SRS should be <https://assignbuster.com/coo-of-riordan-manufacturing-hugh-mccauley-essay-sample/>

complete, specify operational, tactical, and strategic information requirements, it should eliminate possible arguments between users and analysts and it should use graphical aids easily understood by users who are not computer savvy. (" Information Gathering", n. d). Techniques to Gather Requirements

There are a couple of techniques that can be employed in order to gather information successfully. Information can be gathered by interviewing management in the organization anywhere from high level executives, to mid-level management and operational staff. Besides just using interviews to gather information analyst can use discussion groups because there is no way an analyst can gather all the information that they need in one sitting and focus groups will also allow you to understand how information is transmitted from the different departments and divisions of the company. Besides interviews and focus groups analyst can use " use cases" which allow the analyst to go through a step by step scenario of the whole system and that would in turn help them understand the system from an experience base and determine what works and what does not work.

Another way of successfully gathering information is by building a prototype or model of the system, so that users can test or get an idea of what the finished product will be like. With this they can determine issues, problems, or inconsistency with the system. Another important part of gathering information is organizing it so that it can be understood and put to proper use. I propose categorizing the requirements into functional requirements, operational requirements, technical requirements, and transitional

requirements. The functional requirements define how the user thinks the

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system is functioning overall, the operational requirements define what background processes need to be executed in order for the system to work optimally over a period of time, the technical requirements define what technical issues that must be addressed in order to successfully implement the system, and the transitional requirements define the processes or steps needed to implement the system smoothly and successfully. (“ Mind Tools”, 2012). Project Scope

The project scope statement is a key element in any new project. It is used to outline the results that the project will produce and the terms and conditions under which the work will be performed. Upper management, the requestor of the project and the project team need to all agree on the terms of the scope statement before beginning actual work on the project. The following should be included in the scope statement: Justification: How and why your project came to be, the business need(s) it addresses, the scope of work to be performed, and how it will affect and be affected by other related activities. Objectives: The products, services, and/or results your project will produce (also referred to as deliverables).

Product scope description: The features and functions of the products, services, and/or results your project will produce. Product acceptance criteria: The process and criteria for accepting completed products, services, or results. Constraints: Restrictions that limit what you can achieve, how and when you can achieve it, and how much achieving it can cost Assumptions:

Statements about how you will address uncertain information as you conceive, plan, and perform your project. (“ Dummies. com”, 2012). After

determining the scope it is important to determine whether or not the <https://assignbuster.com/coo-of-riordan-manufacturing-hugh-mccauley-essay-sample/>

project is feasible and to do this one would use a feasibility study. A feasibility study will help the team to understand that the solution to the problem can be built and implemented on time and under budget. In the feasibility study one should complete five main steps which are to research the problems, confirm the alternate solutions, determine the feasibility of the alternate solutions, choose a preferred solution and reassess at the lower levels.

References

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