Helping MIGAS manage HR with SharePoint

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MIGAS
APPRENTICES & TRAINEES

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TTS

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The Brief

MIGAS had approached TTS with a three-month engagement – in need of a HR solution which would **track and automate business procedures surrounding the boarding and exit of employees**. To assist in the increase of the HR departments administrative capabilities, the following requests were expressed:

1. To utilize visualization technologies in the observation of employee lifecycle and performance – from joining MIGAS, until their departure from the company.
2. To minimise staff involvement in the employee boarding and exit procedures - by way of automation.
3. Observe employee boarding and departure data via dashboard.

TTS had assessed the challenges and complexity of the client's request – and began work in early 2015.

Planning and Design

As a core value of TTS, stakeholder feedback was held paramount to the project's success. Accordingly, a continual stream of regular communication was maintained between MIGAS and TTS throughout the duration of the project. Starting the three-month relationship with MIGAS, TTS had analysed the company's existing business processes to produce a detailed Functional Requirements Specification list. Continuing the analysis and design process, frequent workshops and interviews were conducted to ensure stakeholder expectations were met.

The Solution

Throughout the design stage, it was becoming apparent that Microsoft SharePoint Online would be the appropriate software to build, implement and host the solution. To meet the requests specified by the client, the following solutions were developed:

1. **SharePoint Workflows** capable of managing complex business logic – specifically the automation of employee boarding and leaving procedures.
2. **SharePoint Dashboards** providing HR users with:
   a) the ability to track employee statuses and view a single snapshot of HR activity,
   b) display of interactive webparts to observe employee performance data and job vacancies,
   c) a case management system with related document and record management libraries.

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