



## OL 667 Final Project Milestone One: Gap Assessment & Visual Map

**Overview:** Your organization is contemplating the purchase of a new human resource information system and has tasked you with formulating a proposal. Organizational details for you to consider for this assignment are as follows:

- There are a total of 500 employees at the site; 450 non-exempt employees who clock in and out each day, and 50 exempt employees who do not use a time clock and are paid a standard weekly salary.
- The organization has an electronic time capture and payroll system already in place that is:
  - Manually updated when employees are hired or terminate employment
  - A stand-alone application, not interacting with any other database system
  - Maintained by two full-time payroll administrators, reporting to one payroll manager
- Human resource records are primarily paper-based:
  - Employee personnel files are maintained in file folders
  - Personnel files are manually updated with demographic, performance, and disciplinary information
  - Demographic data is available currently in an Excel database, which is manually updated
  - Personnel files are maintained by four full-time human resource clerks, who are non-exempt and report to the full-time HR manager

The new HRIS is expected to drive a self-service approach to records management, while also ensuring confidential and proprietary data is secure. For this milestone, you will be working on the gap assessment and informative visual maps. In a **4–5 page paper with a minimum of three scholarly sources**, compare the current human resources data collection system with at least two new HR information systems that are being considered. **This milestone is due in Module Four.**

This assignment will assess the following course outcomes:

- Illustrate the interdependency of HRIS systems with existing organizational data collection systems through informative visual maps
- Design gap assessment processes that capture the critical organizational needs and requirements for the implementation of an HRIS system

**Prompt:** Your paper should answer the following: **What are the major factors to consider when an organization is considering upgrading or implementing a new human resource information system?**

Specifically, the following **critical elements** must be addressed:

- **Gap assessment** – What is the present situation (legacy system), the desired future state (new HRIS), and the gaps that exists between them for the following areas of the organization?
  - **Information Systems** – requirements for hardware and operating system software architecture
  - **Human Resources** – demographic employee data variables (distinguish which system maintains, how information is updated, any controls, and connectivity with other support functions) and security of the data (availability to functional levels, e.g. employee, manager, finance, operation managers)
  - **Operations, Finance, Quality** - productivity (more or less work) of employees (management/non-management) and cost versus benefit
- An informative **visual map** illustrating:
  - the **current state** (no HRIS)
  - the **future state** (HRIS system in place)
  - the **interdependency** and/or replacement of other databases

### Rubric

**Guidelines for Submission:** Written components of projects must follow these formatting guidelines when applicable: 4–5 pages; a minimum of three scholarly sources; double spacing; 12-point Times New Roman font; one-inch margins; and APA format for all elements.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Gap Assessment (Information Systems)</b>	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the information systems area when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the information systems area, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not adequately analyze gaps for the information systems area	30
<b>Gap Assessment (Human Resources)</b>	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the human resources area when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the human resources area, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not adequately analyze gaps for the human resources area	25

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<b>Gap Assessment (Operations/Finance/ Quality)</b>	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the operations, finance, and quality areas when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the operations, finance, and quality areas, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not adequately analyze gaps for the operations, finance, and quality areas	25
<b>Visual Map (Current State)</b>	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly demonstrates the current state of the existing data collection system	Vaguely demonstrates the current state of existing data collection systems	Does not demonstrate the current state of existing data collection systems	5
<b>Visual Map (Future State)</b>	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly demonstrates the major aspects of the proposed HRIS	Vaguely demonstrates the major aspects of the proposed HRIS	Does not demonstrate the major aspects of the proposed HRIS	5
<b>Visual Map (Interdependency)</b>	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly demonstrates the linkage and interdependency of existing data collection systems to a proposed HRIS	Vaguely demonstrates the linkage and interdependency of existing data collection systems to a proposed HRIS	Does not demonstrate the linkage or interdependency of data collection systems	5
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	5
<b>Total</b>					<b>100%</b>