

OL 667 Final Project Milestone Two: Implementation Cost & Security

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
 - is a stand-alone application, not interacting with any other database system
 - is 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 system is expected to drive a self-service approach to records management, while also ensuring confidential and proprietary data is secure. 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 as it relates to costs/benefits and risk. **This milestone is due in Module Six.**

This assignment will assess the following course outcomes:

- Evaluate HRIS systems for their ability to meet organizational requirements based on needs assessments
- Contrast and compare HR information systems on the basis of organizational financial requirements
- Determine best practices for balancing the need for open access to data and information contained in an HRIS with the importance of protecting proprietary and confidential personal data

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 as it relates to project implementation costs and security of confidential data?**

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

- Capture projected implementation costs of the new HRIS
 - hardware, software, software license fees
 - facility upgrades required (electrical, mechanical, remodeling)
 - headcount increase to recruit new skill sets, as compared to cost reductions, e.g., employee headcount reductions due to automated data collection, job eliminations, cost savings due to elimination of legacy systems
 - **Return on investment (ROI)** calculated over a four-year period
- Develop **recommendations** that:
 - **Balance** the requirement to maintain the security of proprietary and confidential data with the need for self-service maintenance and access by employees

Rubric

Guidelines for Submission: Written components of projects must follow these formatting guidelines when applicable: 4–5 pages, not including references and a cover page (which are required); double spacing, 12-point Times New Roman font, one-inch margins, and using APA format for all elements.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
Projected Implementation Cost of HRIS (Hardware, Software, Software License Fees)	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the projected implementation costs of HRIS hardware, software, and license fees when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the projected implementation costs of HRIS hardware, software, and license fees, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not adequately analyze gaps for the projected implementation costs of HRIS hardware, software, and license fees	20
Projected Implementation Cost of HRIS (Facility Upgrades Required)	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the projected implementation costs of facility upgrades when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the projected implementation costs of facility upgrades, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not adequately analyze gaps for the projected implementation costs of facility upgrades	20

Projected Implementation Cost of HRIS (Headcount Increase)	Meets “Proficient” criteria and gives examples based on scholarly research	Analyzes gaps in current and future situations for critical organizational needs for the projected implementation costs of increased headcount when contemplating the implementation of an HRIS	Analyzes gaps in current and future situations for the projected implementation costs of increased headcount, but misses some critical needs or does not discuss identified needs in sufficient detail	Does not adequately analyze gaps for the projected implementation costs of increased headcount	20
Return on Investment (ROI)	Meets “Proficient” criteria and aspects of the ROI are based on scholarly research	ROI analysis is complete and quantifies the estimated implementation costs and savings over a four-year period	ROI analysis is attempted, but is lacking key components or is calculated for less than a four-year period	ROI is not included in submission	20
Balance Security and Self-Service End-User Needs	Meets “Proficient” criteria and logical sequence is apparent and detailed	Clearly demonstrates the major aspects of balancing security and self-service end-user needs	Vaguely demonstrates the major aspects of balancing security and self-service end-user needs	Does not demonstrate the major aspects of balancing security and self-service end-user needs	15
Articulation of Response	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
Total					100%