Microsoft   **S> SharePoint**   **Office 365**

CASE STUDY

IMPLEMENTATION OF A RESOURCE MANAGEMENT SYSTEM BY LANTERIA IN A CONSULTING COMPANY

OVERVIEW

A European consulting company has selected Lanteria HR as a single system for resource management. By the time when the company purchased Lanteria HR, it hired around 170 professionals participating in various projects and the company management planned to increase the number of projects and thus, the number of personnel.

The most critical requirement for the new system specified by the company management was to improve the process of the team members' assignment to the projects. Before the project started, the client used Excel files to plan workload, which assumed an enormous volume of manual work done by the dedicated person.

Similar situation was with the maintenance of the employees' skills set, which wasn't updated regularly. This resulted in delays of preparing the tender documents, which include up-to-date resumes of the professionals employed or contracted by the client.
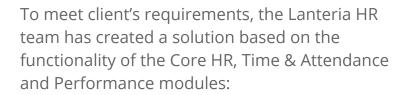
In addition, the company management planned to introduce the performance assessments for each project team member upon project completion. The company conducted the annual reviews but with the existing process the assessment wasn't comprehensive. The company made attempts to introduce performance for the project teams but they refused to continue due to the increased workload for the HR team.

GOALS

- Improve the project assignment process;

- Improve the process for selection of the professionals to be assigned to the projects based on their skills set and overall experience;

- Introduce performance reviews after the completion of the projects.

SCOPE & SOLUTION

To meet client's requirements, the Lanteria HR team has created a solution based on the functionality of the Core HR, Time & Attendance and Performance modules:

1

To provide data on employees' workload, the Lanteria development team created a custom report, which compiles the actual data for the employees' absences and timesheets. The report is based on the template elaborated by the client and provides the list of all employees involved into the projects, with the information on their current and planned absences, workload information and the possibility to reserve the resource for upcoming projects. The report is generated automatically and displays the data entered to the system by the employees and the Resource Manager.

2

To improve the process of the project assignments of professionals with the proper skills, the Lanteria team proposed that the client use the standard Lanteria Skills Search functionality. This functionality allows creating a corporate list of skills divided by categories, which is then maintained by the employees from within the personal profile. In addition, the client requested to create an option allowing to reserve the resources directly from the skills search page. As a result, and subject to the regular skills set updates by the employees, the HR and Resource Manager can search for employees with necessary skills and reserve the resources for the new projects.

SCOPE & SOLUTION

3

3. In addition to the above, the client requested us to create a tool, which would help to generate employee resumes based on selected parameters. In result, the HR and Resource Manager can select the projects where an employee participated, choose what other data should be displayed in the resume and get a Word or PDF document with a single click. This really saves a lot of time for the client when preparing the tender documents and made this process significantly less stressful.

4

For the project performance reviews, the client started using the standard Lanteria functionality. Lanteria HR team helped the client to design the review form, which consists of the sections for the competencies and project goals assessment. In addition to the form, we configured a workflow allowing employee self-assessment as well as assessment of the Project Manager.

PROJECT OUTCOME

As a result of the implementation of the Lanteria HR system, the client now has an efficient, uninterruptable and clear process for resource planning, selection and assessment.

✓ The employees register their absences and work time in one system and then this data is populated to the resource management report. This report provides a clear picture of the resources' availability within the selected time period, including details of employee absences and current and future workload by projects.

✓ This planning tool is strengthened by the skills management tool, which allows employees to update their own skills set at any time. Then, during the project assignment process, the Resource Manager selects the required skills set and the system displays the list of professionals, view their availability and make reservations for the upcoming projects on one page.

✓ When the project is completed, HR initiates the performance review for the project team. With the help of Lanteria HR this process is now clear and easy to manage. All performance review forms are stored in the system and the managers, resource manager and HR can access employees' performance results within minutes.

✓ In addition, the client now has a tool allowing to promptly generate resumes of the professionals selected for upcoming projects.

LANTERIA HR OVERVIEW

- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006

CONTACTS

1601 5th Ave, Suite 1100
Seattle, WA 98101

+1 (866) 568-2002

sales@lanteria.com

AWARDS

WINNER TECHNOLOGY INNOVATOR AWARDS 2018 — CV MAGAZINE

2017 FrontRunners — Gartner. Software Advice

CV MAGAZINE 2016 Technology Innovator Awards Winner

RECRUITMENT AWARDS 2016 — CV MAGAZINE

Great User Experience 2017 Award — Awarded by FinancesOnline

Rising Star 2017 Award — Awarded by FinancesOnline