DigieSoft Inc.
SOFTWARE DEVELOPMENT · THE BAHAMAS

DETAILED PROJECT PLAN

Payroll Calculation & Disbursement Platform

Scope, architecture, delivery plan, testing strategy and controls for JCC's managed payroll of a 230-person Bahamian resort.

Prepared for	**Jeanine Capron Consulting**
Prepared by	**DigieSoft Inc.**
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Companion docs	**Solution Brief · Commercial Proposal & Quotation**

Confidential · Prepared in response to the JCC Payroll Solution Functional Requirements Specification.

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What this plan covers

This plan is DigieSoft's written response to the JCC Functional Requirements Specification. It confirms scope, sets out the technical approach, and details how the platform is built, tested and delivered under formal control.

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Reading order. The Solution Brief is the summary; this Project Plan is the detail; the Commercial Proposal & Quotation carries pricing, payment schedule, warranty and contract terms.

SECTION 1

1. Introduction and understanding of requirements

DigieSoft has reviewed the JCC Functional Requirements Specification in full. The following restates our understanding so that JCC can confirm DigieSoft has captured the intent correctly before build.

1.1 The engagement

Jeanine Capron Consulting provides managed payroll processing for a Bahamian resort of approximately 230 employees. DigieSoft Inc. will design, build, test and deliver a dedicated payroll platform that receives approved inputs, calculates gross-to-net accurately, enforces approval and control, produces bank disbursement files, issues payslips, calculates statutory and other liabilities, and generates accounting journals for finance.

1.2 Scope boundary (confirmed)

Included

Employee payroll master data, timesheet imports, earnings, bonuses, National Insurance, deductions, employer contributions, payroll-only leave balances, payroll approvals, bank files, payslips, statutory reports, accounting journals, corrections and audit controls.

Excluded (Phase 1)

Recruitment, onboarding, performance, disciplinary, training, scheduling, biometric clocks, document management, engagement, succession, self-service portal, manager HR dashboards, benefits enrolment, analytics, and multi-tenant SaaS. These are recorded as future options, not part of this build.

1.3 What "done" means

Success is defined by the specification's acceptance criteria: a parallel payroll for ~230 employees producing accurate gross-to-net, NIB, deductions and employer contributions; a bank file that passes the bank's validation and reconciles to approved net pay; payslips that reconcile to the register and are securely delivered; a balanced accounting journal; demonstrated corrections and off-cycle workflows; and enforced access, approval and audit controls. These are tracked explicitly in Section 9 and the Appendix.

Design posture. Any functionality outside this specification is separately identified, priced and approved before development, exactly as the specification requires.

SECTION 2

2. Solution overview and core design principles

The platform is engineered around the five principles JCC set out. These are not slogans; each maps to a concrete build decision.

Configurable, not hard-coded

Statutory rates, earning codes, deduction rules, leave settings, approval levels, journal mappings and bank-file formats are maintained through administration screens and configuration tables, so rules change without code changes.

Historical integrity

Every payroll remains reproducible using the exact rates, rules and employee data in force when it ran. Rate tables and compensation records are effective-dated and versioned; prior runs are never mutated by later changes.

Controlled approvals

No payroll proceeds to disbursement without a recorded, authorised approval. Reviewer and approver are separated; recalculation invalidates prior approval.

Reconciliation by design

The payroll register, bank file, payslip batch, NIB report, deduction report and accounting journal must reconcile before a payroll can be closed. The system enforces the control rules rather than relying on manual checking.

Lean implementation

The first release prioritises reliable payroll processing and deliberately avoids non-essential features that add cost or delivery risk.

2.1 How the platform is organised

Configuration and master data feed a calculation core; the core produces a register that is reviewed and approved; approval unlocks outputs (bank file, payslips, journal); every step writes to an immutable audit trail. The reconciliation gate sits between calculation and close.

Configuration & master › Import & validate › Calculate gross-to-net + NIB › Review & reconcile › Approve › Disburse & report › Close (immutable)

SECTION 3

3. Functional scope: Phase 1 go-live modules

All fifteen mandatory go-live modules are included. Each is summarised below against its requirement group; the Appendix carries the full coverage matrix.

Employee payroll master — EMP

Unique employee number, NIB number, department, cost centre, position, approver, status, pay type, rates, banking and payment method, with effective-dated history and missing-field flags.

Payroll calendar — CAL

Weekly, biweekly, monthly and special/off-cycle runs; period dates and statuses from Draft to Closed; Bahamas public-holiday calendar; closed-payroll lockdown.

Timesheet import & validation — TIM

Excel/CSV import of hours and optional amounts, manual corrections, a full validation ruleset, and an exception report that must be cleared or overridden before calculation.

Earnings & gross pay — ERN

Regular, overtime, double-time and holiday pay with configurable multipliers; paid and unpaid leave; retro, arrears and final pay; bonuses, gratuities, service charge, allowances; per-code NIB/pension/GL treatment.

National Insurance (NIB) — NIB

Employee and employer contributions, insurable earnings and ceiling, configurable effective-dated rate tables, reports and reconciliation schedules. Detailed in Section 4.

Deductions — DED

Unlimited configurable codes; fixed, percentage, one-time and recurring; balances and remaining payments; priority and minimum-net protection; refunds and reversals; payee and GL mapping.

Employer contributions & bonuses — CON / BON

Employer NIB, pension and benefits costed to journals without inflating net pay; individual, departmental, percentage, hours-based and bulk bonuses with a bonus register for approval.

Payroll-only leave balances — LEV

Vacation, sick, unpaid and statutory leave types; opening balance, accrual, taken, adjustments, closing balance; paid vs unpaid distinction; payout on termination. No request/approval workflow.

Gross-to-net, review & approval — PRC

Full gross-to-net register, summary, variance and exception reports; separated reviewer and approver; approval invalidated on recalculation; approved/closed payrolls protected from deletion.

Bank-file disbursement — DIS

Bank-format upload file, control totals equal to approved net, unique batch/version numbers, separate cheque/cash/rejected schedules, reissue handling and encrypted storage with restricted access.

Payslips — PAY

Individual PDF payslips with YTD figures, bulk

Accounting journal & finance — GL

Balanced journal from approved payroll, configurable

SECTION 4 · DIFFERENTIATOR

4. The National Insurance (NIB) engine

The statutory NIB calculation is the highest-stakes part of Bahamian payroll. DigieSoft treats it as a first-class, configurable engine, designed and validated by a senior National Insurance IT leader.

Why this matters to JCC. The person overseeing the build of this engine works at the authority that defines and administers National Insurance contributions in The Bahamas. JCC gets an NIB calculation built by someone who knows the rules, the ceilings, the classifications and the reconciliation process from the inside, reducing the single biggest source of payroll risk.

4.1 What the engine does

- Calculates employee and employer contributions on insurable earnings, applying the correct ceiling / maximum insurable wage.
- Handles NIB treatment of bonuses, additional earnings, exemptions, corrections and retroactive adjustments per code configuration.
- Applies the correct rules based on the applicable payroll date, so historical runs stay accurate.
- Produces employee-level and summary contribution reports, plus monthly reconciliation and submission schedules.
- Retains historical rates and reports by payroll period for full reproducibility.

4.2 Configurable, effective-dated rate tables

NIB rates are never hard-coded. They live in an administration-maintained table with effective dates, employee rate, employer rate, ceiling and applicable classification. When the statutory schedule changes, JCC (or DigieSoft on request) adds a new effective-dated row; past payrolls continue to calculate on the rates that applied at the time.

Field	Purpose	Example
Effective from / to	Date range the row applies to	Period-driven selection
Employee rate	Employee contribution %	Configured to current schedule
Employer rate	Employer contribution %	Configured to current schedule
Ceiling / max insurable	Weekly and monthly cap	Configured to current schedule
Classification	Employee class the row applies to	Employed / other classes

The engine ships seeded with the current official NIB schedule, confirmed with JCC during setup and validated against DigieSoft's National Insurance domain knowledge. Rates are stated in configuration, not in this document, so the platform stays correct as the statutory schedule evolves.

SECTION 5

5. Technical architecture and hosting

A pragmatic, secure architecture chosen for reliability, data sovereignty and speed of delivery, not for novelty.

5.1 Application architecture

Web application

A secure, browser-based application accessed over HTTPS, with role-based screens for administration, processing, review, approval and audit. No software to install on JCC workstations.

Calculation core

A deterministic gross-to-net and NIB engine driven entirely by configuration and effective-dated rules, so results are reproducible and auditable.

Relational database

A transactional relational database holding master data, configuration, payroll versions and the immutable audit trail, with automated backups.

Document & file services

PDF payslip generation, secure email delivery, and encrypted bank-file storage with restricted, logged access.

5.2 Hosting and data residency

Local, in-country hosting. DigieSoft recommends hosting the platform on secure local (in-country) infrastructure so that sensitive payroll, banking and National Insurance data remains within The Bahamas. This supports data-sovereignty comfort for JCC and the resort and keeps the data close to the parties who rely on it. Encryption in transit and at rest applies regardless of location.

5.3 Environments

Environment	Purpose	Access
Staging / UAT	Prototype, testing and acceptance	Password-protected at jeanine.orchidbay.com
Production	Live payroll processing after go-live	Role-based, MFA for privileged users

If JCC selects a product name, DigieSoft will secure the corresponding domain and continue development and hosting under that brand. Until then, all evaluation happens on the private, password-protected staging environment.

SECTION 6

6. Security, audit and data protection

Payroll is among the most sensitive data an organisation holds. The specification's SEC requirements are treated as mandatory controls, built in from day one.

Access & identity

- Unique accounts, role-based permissions
- MFA for privileged users
- Automatic session timeout, secure password policy
- Restricted access to banking, salary changes, bank files and approvals

Data protection

- Encryption in transit and at rest
- Encrypted, access-restricted bank files
- Automated backups with documented recovery
- Agreed retention and deletion policies

Immutable audit trail

- User, date, time, action, employee
- Prior value, new value, payroll period, reason
- Cannot be edited or deleted

Sensitive-action logging

- Report exports logged
- Bank-file generation logged
- Sensitive-data downloads logged
- Audit-log report available to auditors

Separation of duties. The Read-Only Auditor role can review everything and change nothing; reviewer and approver are distinct; and no bank file can be produced before final approval. Control is enforced by the system, not by convention.

SECTION 7

7. Delivery approach and the weekend prototype

DigieSoft works in short, visible increments. The immediate increment is an end-to-end thin slice that JCC can log into and test this Saturday.

7.1 The thin slice (proof of concept)

Rather than showing many half-built screens, the prototype proves the whole payroll spine works from end to end for a sample of employees: **secure login → import a timesheet → calculate gross-to-net with live NIB → produce the payroll register → generate a PDF payslip → generate a bank file**. This validates the hardest, highest-value path first.

7.2 Weekend timeline

Thu-Fri 30-31 Jul	**Build the thin slice** Environment, secure login, sample master data, calculation core with NIB, register, payslip PDF and bank-file output on the password-protected staging site.
Sat 1 Aug	**JCC tests the prototype** Jeanine logs in, runs the sample payroll, reviews outputs and records feedback. DigieSoft supports the session throughout.
Sun 2 Aug	**Apply feedback** DigieSoft turns Saturday feedback into changes so the walkthrough reflects JCC input.
Mon 3 Aug	**High-level walkthrough** Guided demo of the validated prototype, confirmed scope and the path to full delivery.

What the prototype is, and is not

The prototype is a genuine working slice for validation and feedback, not the finished product. It uses representative sample data, not the full 230-employee production dataset, and it exercises the core path rather than every report and edge case. Those are completed during Phase 1 build.

SECTION 8

8. Phase 1 delivery plan (30 to 60 days)

The weekend prototype and Monday walkthrough are pre-contract validation. On JCC's written acceptance, the Phase 1 delivery clock starts, targeting full go-live within 30 to 60 days depending on data readiness and parallel-run results.

Window	Workstream & milestone	Outcome
Days 1-7	**Foundation.** Confirm configuration, chart-of-accounts and bank-file spec; build master data, calendar, NIB and earning/deduction configuration; import templates.	Configurable base ready
Days 8-21	**Calculation & controls.** Full gross-to-net, NIB, deductions, employer contributions, leave balances, bonuses; register, variance and exception reports; reviewer/approver workflow.	Accurate payroll & approvals
Days 18-30	**Outputs.** Bank-file generation and control reports; PDF payslips with secure email; accounting journal and liability schedules; full report suite to Excel/PDF.	Disbursement & finance outputs
Days 25-38	**Corrections & hardening.** Off-cycle, supplemental, bonus-only and final payrolls; reversals and reissue; security, MFA, audit trail, backups and recovery.	Corrections & controls complete
Days 30-50	**Data migration & parallel run 1.** Load opening balances and real data; run the first parallel payroll against JCC's current process and reconcile line by line.	First reconciled parallel run
Days 45-60	**Parallel run 2, training & go-live.** Second parallel cycle, administrator and user training, documentation, acceptance sign-off and production cutover.	Acceptance & go-live

Windows overlap deliberately: output work begins while calculation is being finalised, and parallel runs begin as soon as data is loaded. The 30-day end of the range assumes prompt data and bank-spec availability and clean parallel results; 60 days accommodates data remediation or a third parallel cycle if needed.

Gate to go-live. Production cutover occurs only after at least two successful, reconciled parallel payroll cycles and JCC's written acceptance.

SECTION 9

9. Testing and parallel-payroll strategy

Payroll cannot go live on trust alone. DigieSoft proves correctness through agreed test cases and at least two full parallel cycles reconciled against JCC's current process.

9.1 Layers of testing

Calculation testing

Agreed test cases covering hourly and salaried pay, overtime and holiday, bonuses and allowances, NIB at and above ceiling, deductions with priority and net-pay protection, leave, and final pay.

Reconciliation testing

The control rules are exercised: register equals payment methods; direct-deposit equals bank-file total; NIB reports equal journal liabilities; payslips equal register; journal balances before export.

Parallel payroll

At least two full cycles for ~230 employees run alongside the current process, with every variance investigated and explained before go-live.

Controls testing

Access restrictions, MFA, approval separation, closed-payroll immutability and the audit trail are verified against the roles.

9.2 Acceptance criteria (from the specification)

Ref	Criterion DigieSoft will demonstrate
ACC-01	Parallel payroll for ~230 employees on representative resort data
ACC-02	Accurate gross-to-net, NIB, deductions, employer contributions and net pay
ACC-03	Bank file passing the bank format validation and reconciling to net payroll
ACC-04	Payslips reconciling to the register and securely delivered
ACC-05	Balanced accounting journal reconciling to payroll and liabilities
ACC-06	Corrections, off-cycle, reversal and reissue workflows
ACC-07	Access controls, approval restrictions and audit trail
ACC-08	At least two successful parallel cycles before go-live
ACC-09	Administrator and user training, operating instructions, documentation
ACC-10	Documented backup, recovery, support and defect-resolution process

SECTION 10

10. Data migration, environments and access

Clean data is the foundation of a clean parallel run. DigieSoft provides validated templates and error reporting so migration is controlled and repeatable.

10.1 What is migrated

- Employee master data and banking details
- Opening year-to-date balances (earnings, deductions, NIB)
- Deduction balances and remaining payments; leave balances
- Timesheets, bonuses and one-time adjustments for the test period

10.2 How it is controlled

Every import uses a validated template with clear field definitions and produces an error log identifying rejected records and the reason. Original uploaded files and import results are retained for audit. Nothing enters payroll until it passes validation or is formally overridden.

10.3 Exit and portability

Complete payroll history, register, bank files, payslips, NIB schedules, deduction reports, journals, costing reports, year-to-date data and audit logs can be exported in usable formats. If the service is ever discontinued, JCC's data leaves with JCC. This is a deliberate design commitment, not an afterthought.

10.4 Environments & access

Evaluation and UAT run on the private, password-protected staging environment at **jeanine.orchidbay.com**, restricted to Jeanine and her designated clients. Production runs on secure local infrastructure with role-based access and MFA for privileged users. On selection of a product name, DigieSoft secures the matching domain and migrates development and hosting under that brand.

SECTION 11

11. Roles and responsibilities (RACI)

Clear ownership keeps delivery fast. In summary, DigieSoft builds and operates the platform; JCC owns payroll rules, data and approvals.

Activity	DigieSoft Inc.	Jeanine Capron Consulting
Platform design, build & hosting	Responsible	Consulted
NIB engine build & validation	Responsible	Consulted
Confirm NIB schedule, earning & deduction rules	Consulted	Responsible
Provide bank-file format specification	Consulted	Responsible
Provide employee, banking & timesheet data	Support	Responsible
Chart-of-accounts & journal mapping	Consulted	Responsible
Payroll review & formal approval	Support	Responsible
Testing, parallel runs & sign-off	Responsible	Responsible
Training & documentation	Responsible	Consulted
Security, backups & recovery operation	Responsible	Consulted

RACI simplified to primary ownership for clarity. DigieSoft will confirm named individuals for each role (System Administrator, Payroll Processor, Reviewer, Approver, Auditor) during Phase 1 kickoff.

Approver dependency. Because no payroll can be disbursed without recorded approval, JCC's designation of an authorised Resort Approver is a critical-path item confirmed at kickoff.

SECTION 12

12. Assumptions, dependencies and client responsibilities

12.1 Assumptions

- Workforce is approximately 230 employees within a single resort entity (single-company, single-country payroll).
- Timesheets are approved before import; the platform validates and calculates, it does not run time-and-attendance.
- The current statutory NIB schedule and the resort bank's file format are available and confirmed during setup.
- Bank disbursement is by generated upload file; direct bank-API initiation is a Phase 2 option, not assumed here.
- Statutory filing is via generated schedules; automated submission is a Phase 2 option where a supported interface exists.

12.2 Dependencies & client responsibilities

- Timely provision of representative and, later, production data (employees, banking, balances, timesheets).
- The bank-file format specification and a test account for validation.
- Confirmation of earning codes, deduction rules, leave settings and chart-of-accounts mappings.
- Availability of a named reviewer and authorised approver for testing and go-live.
- Prompt feedback during the weekend prototype and parallel-run reconciliation.

Where a dependency slips, DigieSoft will flag the schedule impact early and propose a mitigation rather than absorb risk silently. The 30-to-60-day range exists precisely to absorb reasonable data-readiness variation.

SECTION 13

13. Risks and mitigations

The main delivery risks are known and managed openly.

Risk	Exposure	Mitigation
Data quality / missing NIB or bank details	MED	Validation and exception reports at import; missing-field flags on master data; remediation built into the migration window.
Bank-file format mismatch	MED	Obtain the exact bank spec early; validate against a test file before go-live; ACC-03 gates cutover.
NIB rule change during build	LOW	Effective-dated configurable rate tables; validated by DigieSoft NIB domain expertise; no code change needed.
Scope creep into HR features	MED	Firm scope boundary; any HR functionality separately identified, priced and approved as Phase 2.
Parallel-run variances	MED	Two full cycles with line-by-line reconciliation; every variance explained before sign-off.
Approver / resource availability	LOW	Named roles confirmed at kickoff; approver dependency flagged as critical path.

Risk philosophy. Reconciliation, approval and audit are built in as controls, so most operational risk is caught by the system before it reaches a bank file or a payslip.

SECTION 14

14. Warranty, support, IP ownership and change control

The specifics (pricing, durations and rates) are carried in the Commercial Proposal & Quotation. This section states DigieSoft's approach; the numbers accompany it.

Post-go-live warranty

A defined warranty period after go-live during which defects in delivered Phase 1 functionality are corrected at no additional charge, under an agreed severity and response framework.

Ongoing support

A support and maintenance arrangement covering hosting, backups, security updates, email delivery, defect resolution and a defined support channel, priced in the Commercial Proposal.

Ownership

Ownership of source code, system configuration, data and intellectual property is set out explicitly in the Commercial Proposal. JCC's payroll data is, and remains, JCC's, and is fully exportable at any time.

Change control

Changes beyond agreed scope follow a simple written change-request process with a quote and impact assessment before work begins, at rates stated in the Commercial Proposal.

Disaster recovery & business continuity

Automated backups, documented recovery procedures and a business-continuity approach are part of delivery, with recovery objectives agreed with JCC and detailed in the operating documentation.

SECTION 15 · FUTURE

15. Phase 2 roadmap: scaling toward a full HR suite

JCC has expressed interest in growing this into a complete HR system. DigieSoft welcomes that direction and records it here as a clean, funded roadmap, kept entirely separate from the Phase 1 payroll build so the first release stays lean and low-risk.

Payroll enhancements

- Employee payslip self-service portal
- Direct integration with a timekeeping system
- Direct accounting-system integration
- Automated NIB submission where supported
- Bank-API payment initiation
- Advanced dashboards and analytics

HR suite modules

- Recruitment and onboarding
- Performance and disciplinary management
- Leave request and approval workflow
- Training and document management
- Scheduling and rostering
- Manager and employee self-service
- Multi-client / SaaS capability

Why sequence it this way. Delivering reliable payroll first proves the platform on the highest-stakes workflow and earns the right to expand. Each Phase 2 module is separately scoped, priced and approved, so JCC grows the system at the pace and budget that suit the business.

Nothing in Phase 2 is committed by this plan. It exists so JCC can see the destination while DigieSoft keeps the first release focused.

APPENDIX A

Requirements coverage matrix

Every mandatory requirement group in the specification maps to Phase 1 delivery. Out-of-scope areas are recorded as Phase 2 options.

Specification area	Group	Phase 1 status
User roles & access	UR	INCLUDED
Employee payroll master	EMP	INCLUDED
Payroll calendar & periods	CAL	INCLUDED
Timesheet import & validation	TIM	INCLUDED
Earnings & gross pay	ERN	INCLUDED
National Insurance (NIB)	NIB	INCLUDED
Employee deductions	DED	INCLUDED
Employer contributions & bonuses	CON / BON	INCLUDED
Payroll-only leave tracking	LEV	INCLUDED
Calculation, review & approval	PRC	INCLUDED
Payroll disbursement / bank file	DIS	INCLUDED
Payslips	PAY	INCLUDED
Accounting journal & finance	GL	INCLUDED
Corrections & special payrolls	COR	INCLUDED
Reporting	REP	INCLUDED
Security, audit & data protection	SEC	INCLUDED
Data import, migration & export	DAT	INCLUDED
Reconciliation & control rules	§23	INCLUDED
Acceptance criteria	ACC	INCLUDED

Requirement identifiers refer to the JCC Functional Requirements Specification. The specification's explicit exclusions (Section 21) and Phase 2 enhancements (Section 22) are addressed in Section 15 of this plan.