



**SWE30010 - Managing IT Projects**

**HUMAN RESOURCE MANAGEMENT WITH  
ATTENDANCE SYSTEM**

By Group 2

### Group information

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# Project Proposal:

## Human Resource Management with Attendance system

### Synopsis

Gemadep Corporation is a leading logistics and shipping company headquartered in Ho Chi Minh City, Vietnam. With a strong commitment to excellence, we are seeking a comprehensive Human Resource Management Software System to enhance our HR operations.

We would like to have a complete HR Management Software System that meets our specific requirements and integrates seamlessly with our existing systems. This system will be expected to streamline HR processes, increase efficiency, and improve employee management.

### 1. Background

Gemadep, a leading logistics and shipping company headquartered in Ho Chi Minh City, Vietnam, is requesting a HRM software to streamline HR processes, check attendance of employees, employee management, and improve overall organizational efficiency. The primary objective of this proposal is to introduce a robust Human Resource Management (HRM) system tailored specifically for Gemadep. This proposal aims to establish the creation of a comprehensive HRM infrastructure, spanning the stages of design, development, and maintenance.

### 2. Scope

#### 2.1 Objectives:

The main goal of this solution is to build a complete HRM system that is further improved by adding a fingerprint scanner-based biometric attendance system. With the use of this technology, the HR department can precisely track when employees clock in, which makes it possible to calculate their actual work hours for a variety of purposes, including payroll and performance reviews. As a result, this is an improvement over conventional HRM systems, where regulation is lax, and attendance is frequently not formally documented.

#### 2.2 Solutions:

To achieve the objectives listed, this software will include but not limited to these key features:

- **Employee Information Management:** Centralized database for storing and managing employee data, such as personal details, employment history, and contact information.
- **Recruitment and Applicant Tracking:** Tracking of applied applications and managing the recruitment pipeline.
- **Onboarding and Offboarding:** Structured procedures for integrating new hires into the organization and managing the exit process for departing employees.
- **Payroll Management:** Adjustable automated calculation of employee salaries, deductions, and taxes.
- **Time and Attendance Tracking:** Uses a fingerprint scanner for monitoring employee attendance, tracking work hours, etc.
- **Reporting and Analytics:** Generation of customizable reports and dashboards to provide insights into employee's information and status.
- **Performance Management:** System for setting performance goals, conducting evaluations, and providing feedback to employees.
- **Learning and Development:** Scheduling training sessions and tracking employee progress in skill development.
- **Integration with Existing Systems:** Integration with other business systems such as ERP and accounting software.

### 3. Deliverables and schedule

#### 3.1 Deliverables overview:

Our goal is to develop a comprehensive prototype that includes both the HRM application and the fingerprint scanner. The application will be accessible via a website and will have the capability to

store, update, and remove employee information. To ensure scalability, we will store data from both the website and the scanner in a scalable database.

### 3.3. Schedule:

This project is expected to take around 12 weeks (3 months) to completed and the timeline for each stage of the project is outlined as follow:

- System Design and Prototyping: 2 weeks.
- Development and Testing: 6 weeks.
- Implementation and Training: 4 weeks.
- Post-implementation support and maintenance: On-going from go live date.

#### Initial Release Schedule of the Product backlog items

| No. | Item  | Dependencies | Business Value<br>(1 least – 10 most) | Release Schedule<br>(Sprint 1   2   3   ...) |
|-----|---|--------------|---------------------------------------|--|
| F1  | Product UI/UX Design                            | None         | 7                                     | Sprint 1                                     |
| F2  | Website for HRM                                 | None         | 9                                     | Sprint 1                                     |
| F3  | HR database schema design                       | F2           | 8                                     | Sprint 1                                     |
| F4  | Manager Portal                                  | F1, F3       | 7                                     | Sprint 1                                     |
| F5  | Employee Feedback and Survey Module             | F1, F3       | 6                                     | Sprint 2                                     |
| F6  | Employee information form implementation        | F3           | 8                                     | Sprint 2                                     |
| F7  | Fingerprint scanner implementation/installation | F3           | 8                                     | Sprint 2                                     |
| F8  | Recruitment module development                  | F3           | 7                                     | Sprint 2                                     |
| F9  | Payroll calculation module development          | F3           | 7                                     | Sprint 2                                     |
| F10 | On and Offboarding template implementation      | F3, F6       | 6                                     | Sprint 3                                     |
| F11 | Leave request feature implementation            | F3, F6       | 6                                     | Sprint 3                                     |
| F12 | Performance evaluation module development       | F3, F6       | 6                                     | Sprint 4                                     |
| F13 | Implement reporting dashboard                   | F9           | 8                                     | Sprint 4                                     |