

Scope of Work of Summit Vision HRM Project			
***Disclaimer - All the Feature Status has been updated on the Overview of project and Based on Assumptions. The Scope might change during the actual performance which can delay the pocess and can effect over the quation cost***			
SL No.	Features	Status	Approx Timeline
<b>1</b>	<b>App Features</b>	TO DO	<b>45 Days (Android) 60 Days (IOs)</b>
1.1	Employee profile	TO DO	
1.2	Employee dashboard	TO DO	
1.3	Employee task calendar	TO DO	
1.4	Employee clock in clock out option	TO DO	
1.5	Employee leave application	TO DO	
1.6	Employee claim application for reimbursements for medical and transport or fuel allowances	TO DO	
<b>2</b>	<b>Web Features</b>	TO DO	
2.1	Track staff login activities.	TO DO	
2.2	REPORTS	TO DO	
2.3	Chat Module	TO DO	
2.4	*Finance Management	TO DO	
2.5	Cloud Data Storage Integration	TO DO	
2.6	*Integration with Messaging Platforms	TO DO	
2.7	HR Activities	TO DO	
2.8	Constant Settings	TO DO	
2.9	IP Restrict Setting	TO DO	
2.10	*GDPR Cookie	TO DO	
<b>3</b>	<b>Web and App features</b>	TO DO	
<b>3.1</b>	<b>Global admin - Inside Global admin panel</b>	TO DO	
3.1.1	Creating tenant companies	TO DO	
3.1.2	Creating and modifying the lease terms	TO DO	
3.1.3	Offers and promotion page for subscribers	TO DO	
3.1.4	Setting	TO DO	
3.1.5	Admins .	TO DO	

3.1.6	Report generation	TO DO
<b>3.2</b>	<b>Tenant companies- Inside a tenant company's admin panel</b>	TO DO
3.2.1	Global admin	TO DO
3.2.2	Tenant companies	TO DO
3.2.3	Two global admin to control the company hrms, only global admins should be able to create admins	TO DO
3.2.4	Admins to create and modify departments and users under them	TO DO
3.2.5	Password reset option for all the employees	TO DO
<b>3.3</b>	<b>For user profiles we need to have separate templates for</b>	TO DO
3.3.1	Staff - employee profile	TO DO
3.3.2	HR - employee profile with HR admin setup, contracts	TO DO
3.3.3	Manager	TO DO
3.3.4	Admin	TO DO
3.3.5	Superuser	TO DO
<b>3.4</b>	<b>Employee profile</b>	TO DO
3.4.1	Login Page	TO DO
3.4.2	Dashboard - HRM GO as ref	TO DO
3.4.3	Separate accounts - employee, manager, hr. and admin for all the tenant companies- four different employee dashboard templates	TO DO
3.4.4	Tenant Admin	TO DO
3.4.5	Employee profile	TO DO
3.4.6	Profile Creation	TO DO
3.4.7	Events	TO DO
3.4.8	Company policy	TO DO
3.4.9	Messenger	TO DO
3.4.10	Announcement Notice Board	TO DO
3.4.11	Report Generation	TO DO
3.4.12	Zoom meeting	TO DO
<b>3.5</b>	<b>HR LOGIN</b>	TO DO
3.5.1	Late login - meet Schedule	TO DO
3.5.2	Zoom , Skype meeting	TO DO

80 days

3.5.3	Company login / tenant admin	TO DO	
3.5.4	Manager profile	TO DO	
3.5.5	Super user login	TO DO	
<b>3.6</b>	<b>COMPANY DASHBOARD</b>	TO DO	
3.6.1	Company Global Admin	TO DO	
3.6.2	Employee profile creation	TO DO	
3.6.3	Clock in clock out	TO DO	
3.6.4	GPS access	TO DO	
3.6.5	Apply leave - Salary - Claims	TO DO	
3.6.6	Documents Upload	TO DO	
3.6.7	Google Calendar	TO DO	
3.6.8	Add Task and Time line - Team Leader	TO DO	
3.6.9	Add designation	TO DO	
3.6.10	Report generation	TO DO	
<b>4</b>	<b>INVENTORY MANAGEMENT MODULE</b>	TO DO	<b>20days</b>
4.1	Adding products inside inventory	TO DO	
4.2	Adding Services inside inventory	TO DO	
4.3	Adding products or services without adding to inventory too	TO DO	
4.4	Quotation	TO DO	
4.5	Proforma Invoice	TO DO	
4.6	Tax Invoice	TO DO	
4.7	Delivery note: Needs details	TO DO	
4.8	Gst 8 and Gst 9 should be added with 8 and 9% respectively	TO DO	
4.9	Quotation	TO DO	
4.10	Proforma Invoice	TO DO	
4.11	Tax invoice:	TO DO	
4.12	Delivery Note	TO DO	
4.13	Terms and Conditions - separate page for all 3	TO DO	
<b>5</b>	<b>Completed JOBS - WEB and APP</b>	Assume Complete	
5.1	Dashboard	Assume Complete	

5.2	Staff Managemen	Assume Complete	
5.3	Employee Databank	Assume Complete	
5.4	Payroll Managemen	Assume Complete	
5.5	Timesheet Managemen	Assume Complete	
5.6	Leave Management	Assume Complete	
5.7	Attendance Module	Assume Complete	
5.8	Bulk Attendance Module	Assume Complete	
5.9	Holiday Module	Assume Complete	
5.10	Ticket Generation	Assume Complete	
5.11	Events and Meetings Managemen	Assume Complete	
5.12	Performance Trackin	Assume Complete	
5.13	Training Management	Assume Complete	
5.14	Email Templates	Assume Complete	
5.15	Asset Management	Assume Complete	
5.16	Document Managemen	Assume Complete	
5.17	System Setting	Assume Complete	