



Project Synopsis

Training Management System



TRAINING MANAGEMENT SYSTEM

ABC, Inc. is an organization that was founded by Jon 10 years ago. ABC is one of the most established organization in the United States with its head office located in New York and several branch offices located across the world. The annual turnover is \$3 million. ABC is known for its excellence in Human Resource Management by creating opportunities for its employees to excel into their career by imparting trainings on various technical and non-technical skills.

The Current System

Currently ABC is using the traditional methods of training delivery and Management. Each Employee is assigned a training module by his manager, where contact sessions are held on a weekly basis. A paper based feedback is conducted at the end of each training module. Also the assessment is conducted on papers which is then evaluated by the trainer.

The major problems that were brought to the notice of the management are:

- Maintaining feedback forms into the files is an overhead.
- Storing the printed feedback forms and assessment answers is neither economical nor environment-friendly.
- Employee cannot select the module on which he/she needs a training. He / She will be trained on whatever module is decided by the respective Manager.
- Evaluating Assessment is a time consuming process.

The Envisioned System

Based on the key observations of the management, it has been decided to develop a Training Management System for ABC. The system will be used by three different types of users: Employees, Managers and Administrators. The system will provide a different interface for each of the three types of users. Each user will be provided with a user name and password to log on to the site. Each user name will be mapped to one of three roles: Employee, Manager, or Administrator. When a user provides his/her user name and password to log on to the website, then depending on the role of the user, the appropriate interface will be shown to the user.

The interface for the **Administrator** will provide the following facilities:

Course Management

- i) Add/Update/Delete Course
- ii) Create/Edit or Delete Course Calendar

Batch Management

- i) Create, Edit or Delete Batch
- ii) Enrol participants into batches
- iii) Scheduling & Conducting Feedbacks for the batch
- iv) Scheduling & Conducting Assessment for the batch

User Management

- i) Create, Edit or Delete users
- ii) Assign roles to various users

View Reports

- i) Course Calendar
- ii) Participant Request for enrolment

- iii) Status for enrolments into Batch
 - a) Requested for enrolment
 - b) Requested but Not Approved by Manager
 - c) Requested but Pending with Manager

The interface for the **Manager** will provide the following facilities:

- i) View List of available batches
- ii) View Course Calendar
- iii) View, Accept or Reject Participant Request for enrolment to the desired batch
- iv) Participant's performance report
- v) View Overall feedback for the training
- vi) View Assessment Results for Reportees
- vii) Suggest New Course

The interface for the **Employee** will provide the following facilities:

- i) View List of available batches
- ii) View Course Calendar
- iii) Request for enrolment to the available batch
- iv) Record Feedback
- v) Attempt assessment
- vi) View Performance Report
- vii) Suggest New Course

PROCESS FLOW

A sample illustration for the Course Enrolment Process is as below:

