

Proposal

For development of HRMS System

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Syscraft Information SystemPvt Ltd

**601, Mahasagar Corporates, 10/4 Manoramaganj, Indore (M.P.) India**

**Web:**[www.syscraftonline.com](http://www.syscraftonline.com)**| Email:**[sales@syscraftonline.com](mailto:sales@syscraftonline.com)**| Phone:**+91- 0731-4090138

Syscraft Information System is an established IT company since 2009 located at Indore, India with an employee base of 75+, providing services in the field of LAMP/Open Source Development, Mobile App/IoT Solution Development and Digital Marketing.

**ABOUT SYSCRAFT**

**company VISION**

Our Vision is to amend the dynamics of IT industry by providing trusted, supportive and quality development services to the clients with innovative use of technology.







Syscraft Information System was established in the year 2009 and has been providing quality services to its esteemed customers in the field of Information Technology. We are located at Indore, India and cherish the strong availability of technical knowledge along with a privilege of cost benefit. In the broad fields of Information Technology, we provide a wide scope of counsel and expertise to companies at all levels of development. We deliver to our client’s professional expertise, business savvy imagination and a one-on-one working relationship. We have a team of 75+ IT professionals deliver results for 100% customer satisfaction. Our Team is experienced enough to handle all the complex developments of business environment and have worked to satisfy 400+ clients from more than 22 countries including Startups, SMEs, Corporates and Enterprises including Fortune 500.

For every experience, you may with us, Syscraft team aims to delight you with awesome services and to exceed your expectations for quality and value. Our dedicated team of specialized professionals are available 24x7 to help our clients on each of our services including:

* **Consulting Services:** Digital, Web, Wearable, CRM, Mobile & E-commerce Strategy
* **NextGen UI/UX Design & Development:**UI/UX Consultancy & Development Services
* **Custom & Open-source Development:** Web,CMS, CRM & E-commerce Solutions
* **Wearable Development:** Apple watch, Google Glass, Custom GPS Tracking Devices, Beacons, NFC, IoT Gateway Integration
* **Mobile Development:** iOS, Android, Windows, BB
* **360 Degree Agency Services:** Channel Agnostic Services unique service model

Our approach towards our work has always been positive and we aim at offering unique and innovative solutions keeping in mind your target audience. We also offer cost-effective "Express" solutions and multiple financing options for businesses. Our team comprise of techno-professionals from various disciplines. Our team excels at seamlessly combining the expertise, experience and innovation to provide you with the best solutions.

1. **PROJECT OVERVIEW** 
   1. **EXECUTIVE SUMMARY**

As per the discussion with client, the task is to build the HRMS System. The reference client has given is KEKA Portal, in which following features must be there: Self service Management, Expense Management and Reimbursement, PayRoll Management, Knowledge Management, Recruitment Management, Time and Attendance, Leave management, Training-LMS, etc.

* 1. **PROJECT GOALS & OBJECTIVES**

Project involves Conceptualization, Design and Programming of cloud-based application with flexibility to manage system both on desktops & Mobile phones. With this background SYSCRAFT aims to Architect, Design and Develop a Robust solution with the goal of **User Friendly Design Matching the Needs which can update anytime & Personality of User Group.** Theapplication will help all its stakeholders and targeted users in achieving their usage Goals with final developed solution.

1. **CLIENT REQUIREMENTS ANALYSIS**

Following are details prepared after review of the documents and discussion with client to frame clear project requirements and scope:

1. **Payroll Management**: It includes:

* Payslips
* Tax Declarations for tax savings
* Tax Computations Sheet
* Compensation plan
* Form 16
* Full & Final Settlement

1. **Compliance Management:**

* Income Tax-TDS
* Provident Fund
* Employee State Insurance ESI
* Professional Tax

1. **Employee Management**

* Employee Information Records
* Employee Documents
* Leave Tracking
* Swipe Records Attendance Tracking
* Time Sheet Tracking
* Shift Tracking
* Asset Management

1. **Recruitment Management**

* Compensation structure
* Offer /Appointment Roll-outs

1. **Performance Management**

* Objectives/Goals Setting Structure
* Probation Confirmation
* Mid Year Appraisals
* Annual Performance Appraisals & Feedback

1. **LMS - Knowledge/Training/Learning Management**

* New Onboard Orientation / Induction
* Soft Skill Training Need Analysis
* Technical Skill Training Need Analysis
* Employee Training Assignment
* Employee Training Hours Tracking

1. **Advances Management**

* Salary Advances

1. **Employee Helpdesk**

* Email Support Integration

1. Saas Based Hosting.
2. Provision for 3 kinds of pricing plans. (We will name the plans later).
3. User Signup Option.
4. Free Trail option.
5. Post Free Trail, payment integration option.
6. Employee Dashboard.
7. Employer Dashboard.
8. Admin Dashboard.
9. Multi User and Multi Employer onboarding platform.
10. Payment Gateway Integration.
11. Blog Management.
12. **TECHNOLOGY CONSIDERATIONS :**

Front End : HTML,CSS,Bootstrap

Back End Technology: PHP Version-7

Framework: CodeIgniter

Database : Mysql

1. **PROCESS DELIVERABLE APPROACH**
   1. **PROJECT DEVELOPMENT APPROACH**

**1. Inception:** We put lot of emphasize on envisioning project, we brainstorm with on your business goals and solution vision. We validate your ideas for feasibility and provide our inputs based on our technical expertise and decade long experience; our goal is to ensure you get best value out of your investments. We would also consult on overall scope, clarify requirements and work out on a detailed project plan.

**2. Design:** We help you to define your ideas and provide you UI wire-frames followed by screen mock ups to stimulate your creativity. We would produce mock ups till you get designs as per your satisfaction. Once we get approval on designs, we forward it to our Development Team.

**3. Development:** Once we have approval on designs, we would work on specifications of desired functionality and design solution to meet project requirements. In parallel our testers would extensively test the website. We would take your regular feedback as we progress.

**4. Quality Assurance:** To assure Quality of deliverables are as per project requirements; we have a dedicated QA team including Web and Mobile testers and QA professionals.

**5. Beta Release/UAT:** Once we develop apps as per your specifications; we would release beta version for UAT & review from your end. In this phase you would confirm app is delivered as per project specifications and it's meeting your expectations.

**6. Deployment:** Once we are done with UAT and after approval we would deploy application on server.

**7. User Trainings & Support**

We would be providing User Trainings for Use of CMS and provide User Guides for further help

**8. Maintenance Support**

We would be providing support and maintenance services based on our mutually agreed terms.

1. **PROJECT MANAGEMENT** 
   1. **PROJECT COORDINATION/REPORTING COMMUNICATION**

Major communication medium will be Emails and Chat via Gmail, Whatsapp, Cell Phone or any other media preferred by you. Our Team will also be available for conference calls whenever required. Project Manager will be the primary contact during all phases of Project Development. Time of conferences can be mutually decided.

Periodic project reports daily/weekly and milestone based reports will be provided to client. Also client may request for any specific information or report relevant to project from Project Manager. If required onsite visits can be planned for various project resources based on client and project needs.

* 1. **PROJECT BUDGET ESTIMATIONS**

**Timeframe: 4 Months**

**Other Expenses and Fees**

This agreement is for Syscraft services only and does not include any costs associated with third party hardware, software, travel and associated per diem expenses, Web conferencing services, Web based project management software, third party images, hardware or other mutually agreed upon services. Client will reimburse Syscraft for reasonable and necessary out-of-pocket expenses that are approved in advance by Client, supported with back-up documentation and necessarily incurred in performance of the Services.

Any Add on work to be performed in development and design will be billed at GBP 15 per hour based on the man hours required for completion of that particular task.

**Payment Terms for Contract:**

We propose the following payment terms:

Project phase wise milestones and deliverables along with payment plan is given below:

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Milestone** | **Description** | **(% of Total)** |
| 1 | 1st | Project Up-Front on Kick0ff | 40% |
| 2 | 2nd | Upon Mockflow, design and DB Schema Approval | 20% |
| 3 | 3rd | Beta Release | 20% |
| 4 | 4th | Upon Deployment to Server | 20% |
| **TOTALS** | | | 100% |

**Methods of Payment**

Syscraft accepts payment via either of **Wire Transfer or via Card from the URL** [**https://www.syscraftonline.com/make-payment**](https://www.syscraftonline.com/make-payment)

***\*Any third party payment charges like bank charges or payment gateway charges (3.95%) will be additional to milestone amount.***

1. **CONTACT INFO**

We hope the brief shared in proposal is in line with your expectations. We hope to hear back from you soon. You can also contact us on –

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601, Mahasagar Corporates, 10/4 Manoramaganj, Indore (M.P.) – India

Ph: 0731-4090138 Mo: +91-98260-41566

Email :[avnish@syscraftonline.com](mailto:avnish@syscraftonline.com) :: Web : <http://www.syscraftonline.com>