

**Capstone Project Report**

**Report 1 – Project Introduction**

– Hanoi, May 2024–

**Table of Contents**

[I. Record of Changes 3](#_Toc166968970)

[II. Project Introduction 4](#_Toc166968971)

[1. Overview 4](#_Toc166968972)

[1.1 Project Information 4](#_Toc166968973)

[1.2 Project Team 4](#_Toc166968974)

[2. Product Background 4](#_Toc166968975)

[3. Existing Systems 4](#_Toc166968976)

[3.1 Fast HRM (*Source:* https://fast.com.vn/) 4](#_Toc166968977)

[3.2 Odoo (Source: www.odoo.com) 5](#_Toc166968978)

[4. Business Opportunity 7](#_Toc166968979)

[5. Software Product Vision 7](#_Toc166968980)

[6. Project Scope & Limitations 7](#_Toc166968981)

[6.1 Major Features 7](#_Toc166968982)

[6.2 Limitations & Exclusions 7](#_Toc166968983)

# I. Record of Changes

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| --- | --- | --- | --- |
| Date | A\* M, D | In charge | Change Description |
| 05/15/2024 | A | Nguyen Van Quang | Initial writting |
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\*A - Added M - Modified D - Deleted

# II. Project Introduction

## 1. Overview

### 1.1 Project Information

* Project name: Internship Hub
* Project code: IH
* Group name: SEP490-G29
* Software type: Web

### 1.2 Project Team

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Role** | **Email** | **Mobile** |
| Tran Binh Duong | Lecturer | duongtb@fe.edu.vn | 0936168165 |
| Nguyen Van Quang | Leader | quangnvhe153169@fpt.edu.vn | 0337498466 |
| Nguyen Manh Dung | Member |  |  |
| Dao Quang Phu | Member |  |  |
| Ta Kieu Quang | Member |  |  |
| Tran Duc Ninh | Member |  |  |

## 2. Product Background

On-the-job training (OJT) is a crucial period for students, offering them the opportunity to gain real-world experience and practical work skills. Interns represent the face of their university, especially those interning in the school's laboratory, where research and the development of innovative technological solutions take place, directly benefiting the institution. Therefore, it is essential to have a management system for lab interns to supervise and support them. This system not only ensures proper oversight but also documents and honours their developmental journey.

## 3. Existing Systems

***Caution****:* Internship managment system is an idea that based on Human Resource Management (HRMs)

### 3.1 Fast HRM (*Source:* <https://fast.com.vn/>)

Fast HRM Online is a web-based human resource management software that supports various HR tasks such as recruitment, training, development, evaluation, and resignation processes. It provides multidimensional information about employees, including personal details, skills, educational background, work experience, and achievements.

Developed and continuously enhanced since 2005, Fast HRM Online has a large customer base.

Fast HRM Online facilitates clear, accurate, and timely attendance tracking, payroll calculation, social insurance, health insurance, and personal income tax deduction. It allows integration with various attendance devices for data reading.

The system includes the following modules:

* Personnel Management.
* Recruitment Management.
* Attendance Management.
* Payroll Management.
* Insurance Management.
* Personal Income Tax Management.
* Self-service.

Fast HRM Online is built on cloud computing technology, ensuring high processing speed for operations, processing, and reporting. It enables remote access for viewing reports and updating data, supports multi-currency accounting options, and can be operated in Vietnamese or English interfaces. The system is regularly updated to comply with the latest regulations.

**Flexibility:**

* Offers multiple design options suitable for various business types.
* Customizable according to specific business requirements.

**Convenience:**

* Features leave application and approval via SMS, email, or mobile app.
* Allows data import from spreadsheets (Excel…).
* Includes copy document function and password recovery feature.
* Provides self-service functionalities for employees.

**Business Operations:**

* Simple and understandable design.
* Flexible declaration of shifts and details.
* Solves shift scheduling issues thoroughly, from the previous day to the next day, based on data retrieved from attendance devices.
* Offers detailed permission settings for functions and information, as well as permissions based on management levels and departments.

**Self-service:**

Enables employees to view/update/submit personal information/requests for review and approval by supervisors:

* View and update personal information (if allowed).
* Access individual reports: Detailed attendance records, summarized attendance sheets, annual leave reports, payroll slips, etc.
* Create various request forms: Leave requests, absence requests, business trip requests, equipment requisition requests, etc.
* Managers can send messages and notifications to individual employees or the entire workforce via chatbox or system notification update feature.

### 3.2 Odoo (Source: [www.odoo.com](https://www.odoo.com/vi_VN))

Odoo HRM (Human Resource Management) is an integral part of the Odoo ERP (Enterprise Resource Planning) suite, offering a comprehensive set of tools and features to streamline human resource processes within organizations. From recruitment and employee management to performance evaluation and payroll processing, Odoo HRM provides a centralized platform to efficiently manage all HR-related tasks.

**Employee Management:**

* Employee Profiles: Odoo HRM enables organizations to create and maintain detailed employee profiles, including personal information, contact details, employment history, contract details, and document attachments.
* Organization Chart: It offers visualization tools to create and view organizational charts, helping to understand reporting structures and hierarchies within the organization.

**Recruitment Management:**

* Job Postings: Odoo HRM allows users to create and publish job postings, manage applications, and track the recruitment process from initial vacancy creation to candidate selection.
* Applicant Tracking: It provides tools for tracking applicant information, scheduling interviews, and communicating with candidates throughout the recruitment process.

**Time and Attendance Management:**

* Time Tracking: Odoo HRM offers time tracking functionalities to record employee attendance, track working hours, and manage overtime.
* Leave Management: It includes features for managing employee leave requests, tracking accrued leave balances, and generating leave reports.

**Payroll Processing:**

* Salary Calculation: Odoo HRM facilitates automated payroll processing, allowing users to calculate salaries, manage deductions, and generate pay slips.
* Tax Compliance: It supports tax compliance by automatically calculating taxes, deductions, and contributions based on local regulations and employee profiles.

**Performance Evaluation:**

* Goal Setting: Odoo HRM enables organizations to set performance goals for employees, track progress, and evaluate performance against predefined objectives.
* Performance Reviews: It provides tools for conducting performance reviews, collecting feedback, and documenting performance appraisal outcomes.

**Learning and Development:**

* Training Management: Odoo HRM includes functionalities for managing employee training programs, tracking training completion, and assessing training effectiveness.
* Skill Development: It helps identify skill gaps, create individual development plans, and track skill enhancement initiatives.

**Employee Self-Service Portal:**

* Personal Information Update: Odoo HRM offers a self-service portal for employees to update personal information, view payslips, request leave, and access HR-related documents.
* Communication: It facilitates communication between employees and HR departments, allowing for streamlined information exchange and query resolution.

## 4. Business Opportunity

Internship management system for labs offers significant business potential by optimizing the management and supervision processes of interns in research and development environments. By automating applying tasks, tracking progress, and evaluating performance, this system not only reduces the workload for lab managers but also enhances the learning and working experience of interns. This helps labs attract more young talents passionate about research, while also improving research and development efficiency. Furthermore, with the increasing trend of digitalization in the research field, the demand for modern management solutions like the intern management system for labs is expected to continue rising, opening many potential business opportunities.

## 5. Software Product Vision

Currently, FPT University Hoa Lac campus alone has 5 labs. If we consider all 5 campuses of the university, along with various college campuses, each with a different number of labs, the total number is substantial. Presently, there might be 3-4 interns participating, but this number could increase to 10 next term, 15 the following month, and 50 next year. In 3-5 years, there could be around 300-400 interns participating, leading to a significant amount of personnel needing management. Therefore, an intern management system will alleviate the administrative burden on teachers in the labs. Moreover, once accustomed to the system's convenience and customizability, it can be adapted, and new versions can be created based on the existing resources.

## 6. Project Scope & Limitations

### 6.1 Major Features

FE-01: Import/mannually create lab, automattically/manually create lab accounts. Import Interns into labs, automatically/manually create Intern accounts.

FE-02: Attendance sub-system.

FE-03: Project/Training progress tracking, task tracking.

FE-04: Performance summary.

FE-05: Event scheduling.

FE-06: Reviewing/Scoring sub-system.

### 6.2 Limitations & Exclusions

LI-1: Due to being partially built from an HRM system, the IH will limit or lack certain functions related to human resource management (for internship only).

LI-2: The IH system scale is intended to serve the lab department, which may not be suitable for other departments or sectors.