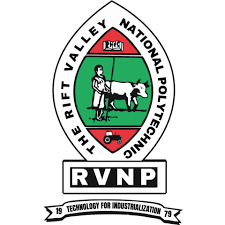
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**EMPLOYEE MANAGEMENT INFORMATION PROJECT**

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**DECLARATION**

**Declaration by the candidate**

I declare that this Project is my original work and that I did not receive help from any unauthorized person except my supervisor and that it has never been presented to any institution for the award of degree, diploma or certificate.

**Name of the candidate: Wanjiru Celestine Waithera**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEDICATION**

I would like to dedicate this project to my parent who for the first time introduced me to the world of computers and above all to like things to do with technology.

**ACKNOWLEDGEMENT**

I am deeply grateful to my supervisor for their invaluable guidance and support throughout this project. I also want to express my heartfelt thanks to my family for their constant encouragement and belief in my abilities. Finally, I extend my sincere appreciation to the Almighty for granting me the strength and good health to complete this endeavor.

**ABSTRACT**

The Employee System is an innovative platform designed to revolutionize the way businesses manage employee information. With a focus on efficiency, accessibility, and flexibility, the Employee System offers a seamless experience tailored to meet the diverse needs of modern workplaces. Utilizing cutting-edge technology, the platform provides intuitive interfaces for managing employee data, real-time updates, and user-friendly features. Whether you need to streamline HR processes or enhance employee management, the Employee System ensures a hassle-free and efficient service, making workforce management more accessible and effective than ever before.The Employee System stands out in the competitive market by leveraging technology to enhance user experience and streamline operations. One of its key strengths lies in its intuitive interface, simplifying employee information management with real-time updates and instant access. This user-centric approach reduces administrative burden and increases operational efficiency. The Employee System's flexible features cater to various organizational needs, from payroll management to performance evaluation, ensuring comprehensive support for businesses of all sizes.A system design in this chapter describes the process of providing sufficient detailed data and information about the system. It also describes architecture, components and their interfaces and data for a system based on the specified requirements. System design describes its stages in form of pictorial phases so as to clearly show what happens in each and every stage. This chapter focuses on the coding and framework languages used in developing the Employee management system plans to use visual basic 6.0 and use MS Access as a database. System testing will be conducted to ensure smooth functionality and adherence to coding standards. Results will be analyzed to ensure the system operates without bugs or issues. This document provides instructions of effective navigation and utilization on the employee system for optimal efficiency and performance.

# CHAPTER 1

# Introduction

The Employee Management System represents an innovative approach to optimizing workforce management within businesses. Designed to enhance efficiency, accessibility, and flexibility, the system offers a seamless experience tailored to meet the diverse needs of modern workplaces. Leveraging advanced technology, the platform provides intuitive interfaces for managing employee data, facilitating real-time updates, and offering user-friendly features. Whether streamlining HR processes or improving employee oversight, the Employee Management System ensures a hassle-free and effective management solution, making workforce administration more streamlined and responsive than ever before.

**Background information**

**The Employee Management System** optimizes workplace efficiency through advanced technology, simplifying tasks with intuitive navigation, real-time updates, and instant access to vital information. This user-centric approach enhances operational efficiency and boosts employee satisfaction.

It’s cost-effective pricing and flexible features cater to diverse organizational needs, from payroll to performance evaluations, supporting agility in dynamic work environments.

## **The problems of the current system**

* Difficulty in integrating with existing HR software or payroll systems.
* Poor user interface design leading to confusion and inefficiency.
* Security vulnerabilities, risking exposure of sensitive employee information.
* Lack of scalability to accommodate growth or organizational changes.
* Inadequate support and training for users to effectively utilize the system.
* Limited customization options to adapt to specific organizational needs.

## **Problem statement**

* Difficulty in integration with existing HR software or payroll systems can lead to data silos and inefficiencies.
* Poor user interface design can cause confusion and inefficiency in system navigation and usage.
* Security vulnerabilities pose risks of unauthorized access to sensitive employee information.
* Lack of scalability limits the system's ability to grow and adapt to organizational changes.
* Inadequate support and training hinder effective utilization of the system's capabilities.
* Limited customization options restrict the system's flexibility to meet specific organizational needs.

## **Objectives**

* Curry out feasibility study to find out if the system is cost effective
* Investigate the input specification and the output specification of the system
* Design and develop the system
* Test and implement the system
* Document the system
* Produce a good system to the public for selling land in the future

# 1.4 CURRENT SYSTEM

The current employee management system is a web-based platform that handles HR tasks such as employee records and payroll processing. It offers real-time updates and secure access but could benefit from improved customization and integration features to better meet organizational needs and user preferences.

**1.4.1 ADVANTAGES OF THE CURRENT SYTEM**

* It is easy to implement
* Does not require skilled personnel
* Has low maintenance cost
* Easy to use
* Has low risk of technological failure

**1.4.2 DISAVANTAGES OF THE CURRENT SYSTEM**

* Has low efficiency and productivity
* Has increase human error
* Limited data security
* Difficult to manage the data
* Lack of real time information

To overcome the challenges outlined, I propose upgrading our employee management system to address these limitations and introduce additional features to better meet organizational requirements and enhance user satisfaction.

# 1.5 PROPOSED SYSTEM

**1.5.1 OBJECTIVE OF THE PROPOSED SYSTEM**

* Enhance User Experience:

Implement an intuitive interface for our employee management system, facilitating easy access and efficient management of employee information, tasks, and performance evaluations tailored to organizational and individual needs.

* Ensure Real-Time Availability and Accuracy:

Implement a reliable real-time employee data management system to ensure accurate tracking of personnel availability and tasks, thereby minimizing scheduling conflicts and building confidence in operational efficiency

* Provide upkeep:

Consistently refresh and upkeep the workforce to guarantee a broad selection of well-maintained, sanitized, and dependable employees, heightening satisfaction and workplace safety standards

* Sustain a Top Tier Workforce:

Continuously update and maintain our employee roster to ensure a diverse selection of well-trained, motivated, and dependable staff, enhancing service quality and workplace safety.

* Streamline Operational Efficiency:

Optimize backend operations, including employee tracking, task scheduling, and support services, to minimize operational expenses and enhance overall efficiency and service excellence within the employee management system.

**1.6.1 ADVANTAGES OF THE PROPOSED SYSTEM**

* Enhanced compliance: The system ensures adherence to regulatory requirements and internal policies through automated tracking and reporting.
* Streamlined communication: Facilitates seamless communication among employees and departments through integrated messaging and notification features.
* Improved decision-making: Provides real-time data and analytics to support informed decision-making on workforce planning, performance management, and resource allocation.
* Remote access and flexibility: Enables remote access to employee information and management tools, supporting flexible work arrangements and decentralized operations.
* Employee development and engagement: Facilitates employee training and development programs, performance reviews, and feedback mechanisms to enhance engagement and retention

**1.6.2 DISADVANTAGES OF THE PROPOSED SYSTEM**

* User adoption challenges: Employees may resist using the new system due to unfamiliarity or perceived complexity, impacting overall system effectiveness.
* Data integration issues: Difficulty in integrating employee data from disparate sources or legacy systems can lead to inconsistencies and errors in reporting and analysis.
* Reporting limitations: The system may lack robust reporting capabilities, making it difficult to generate comprehensive reports or extract meaningful insights for decision-making.

# 1.7 FACT FINDINGS

**1.7.1 INTERVIEW**

An interview is a formal or informal interaction between individuals, often conducted with a specific purpose such as gathering information, evaluating qualifications, or making decisions based on the exchange of dialogue and questions.

**1.7.1.1 ADVANTAGES OF INTERVIEW**

* Direct interaction allows for deeper understanding.
* Real-time assessment of non-verbal cues.
* Opportunity for clarification and probing.
* Evaluation of cultural fit and alignment.

**1.7.1.2 DISADVANTAGE OF INTERVIEW**

* Subjectivity in evaluation.
* Limited scope of assessment.
* Time-consuming process.
* Potential impact of candidate nervousness.

# 1.8 FEASIBILITY STUDY

A feasibility study is a systematic evaluation to determine if a proposed project or plan is practical and achievable. It assesses factors like technical requirements, costs, benefits, and potential risks to inform decision-making about whether to proceed with the initiative.

**1.8.1 TECHNICAL FEASIBIILITY**

This involves assessing the availability of the necessity technologies skills and resources to succeed implement proses. This feasibility was done to assess resources availability and identify technical requirement

**1.8.2 ECONOMICAL FEASIBILITY**

It involves evaluating the prosecuted for benefits and potential reforms an investment associated with the process. The tools will be used and resources used are readily available, making this process economical

**1.8.3 OPERATIONAL FEASIBLITY**

The operation feasibility analyses the compatibility of the proposed to existing system, resources and workflows

The system has a very user friendly interface, making it very easy to use, therefore making it operational viable.

# 1.9 SYSTEM REQUIREMENT FOR THE PROPOSED SYSTEM

**1.9.1 HARDWARE RQUIREMENT**

* RAM minimum of 64MB
* Hard disk space. At least 200MB of space
* Input Devices
* CD-ROM or DVD-ROM

**1.9.2 SOFTWARE REQUIREMENTS**

* Operating System. Microsoft windows 87,2000, windows XP, windows Vista, windows 11, or latest version compatible with vb 6,0
* Microsoft visual basic 6.0
* Microsoft Access for the database

# CHAPTER 2

# SYSTEM ANALYSIS

# INTRODUCTION

# An Employee Management System (EMS) is a vital tool for modern businesses aiming to streamline their human resources operations. This system facilitates efficient management of employee information, tasks, and performance evaluations, ensuring organizational efficiency and employee satisfaction. By centralizing HR processes and leveraging technology, EMS enables businesses to effectively manage their workforce, improve productivity, and make informed decisions. This introduction outlines the essential role of EMS in enhancing operational effectiveness and supporting strategic HR management within organizations.

# 2.1 SYSTEM REQUIREMENT SPECIFICATION

The main aim of the proposed supreme pharmacy management System is to address the shortcomings of the current system. The requirements of the system have been obtained as a result of extensive research about the system and the use of the system they are as follows.

* Will address the issue of time consuming for the users.
* Provide an efficient system to the users.
* Assessing project risks.
* Promoting customer satisfaction by providing efficient and convenient services.
* Use the latest technology for implementing the system.

# 2.2 PURPOSE OF THE SYSTEM REQUIREMENT DOCUMENT

The purpose of the System Requirement Specification Document is to outline the essential software requirements for the efficient operation of the Employee Management System. These requirements are crucial to ensure the system functions reliably and meets its objectives, such as improving organizational efficiency and employee management processes. System requirement analysis involves gathering, documenting, and analysing the expectations of stakeholders for the employee management system. This phase is critical in system development as it helps clarify the system's goals and objectives, ensuring that it aligns with organizational needs and enhances workforce management capabilities.

# 2.3 STUDY OF THE CURRENT SYSTEM

In the current system I discovered that they are vulnerabilities in data security leading to unauthorized access or breaches of sensitive employee information.

# 2.4 OPERATION OF PREVIOUS SYSTEM

**2.4.0 ADVANTAGES OF THE CURRENT SYSTEM**

* Does not require computer skills.
* It has a low maintenance cost.
* Does not require an internet connection.

**2.4.1 DISADVANTAGES OF THE CURRENT SYSTEM**

* They are prone to human error
* Has slow processing speed
* Lacks data security
* Difficult in data analysis and reports

# 2.5 REQUIREMENT INVESTIGATION

Requirement investigation in an Employee Management Information System (EMIS) involves a thorough process to understand and document the needs, goals, and expectations of stakeholders.

**2.5. 0 FACT FINDINGS METHODS**

**2.5.1 INTERVIEW**

In the requirement investigation phase for the Employee Management System (EMS), stakeholders such as HR managers, department heads, and employees were interviewed individually.

**2.5.1.0 ADVANTAGES OF INTERVIEW**

* They provide accurate information
* They allow real time interaction
* They are flexible unlike other methods.
* Cost effective.
* Ensures participant engagement.

**2.5.1.1 DISAVANTAGES OF INTERVIEW**

* Limited sample size
* Time consuming
* Inability to generalize findings
* Expensive.
* Information given might not be accurate.

**2.5.2 DOCUMENT REVIEW**

This process involves examining and analyzing various types of documents, such as reports, this allows one to access to existing information without the need for additional data collection.

# 2.6 Data analysis and fact finding report

The primary goal of data analysis is to uncover patterns, relationships and trends within the data that can provide valuable insights and aid in making informal decisions or solving problems.

# 2.7 Requirement of the new system

**2.7.1 Functional requirements**

Here are the essential functionalities for an Employee Management System (EMS):

a) **Employee Information Management:**

* Register and manage employee details including personal information and employment history.

b) **Attendance and Leave Management:**

* Track employee attendance, manage leave requests, and process approvals.

c) **Performance Management:**

* Set goals, conduct performance reviews, and provide feedback.

d) **Training and Development:**

* Schedule, track, and assess employee training programs.

e) **Payroll Management:**

* Calculate salaries, deductions, and bonuses based on attendance and other relevant data.

**2.7.2 Non Functional Requirements**

The system will have the following nonfunctional requirements:

* Performance-The system should be able to handle large amounts of data and user interactions without significance performance degradation.
* Reliability-The system should be highly reliable.
* Usability-The system should be user friendly.

**2.8 Problems faced while collecting data and doing analysis**

1. Insufficient resources to facilitate research
2. Inadequate sample size
3. Data collection fatigues-participants may experience fatigue and disinterest during long surveys and interviews
4. Time constraints

# CHAPTER 3

# SYSTEM DESIGN

# 3.0 INTRODUCTION

This refers to the process defining and specifying the architecture, components, module interface and interactions of a system. It involves transforming the requirements and absence of the system into a true print that guides the development and implementation process.

System design encompasses both the high level and detailed design aspect of a system.

# 3.1 PURPOSE OF THE SYSTEM DESIGN

The main purpose of system design is to create a blue print or plan that consumes the structure components, interactions and behavior of a system.

The following aspects are consisted:

* System architecture
* Component design
* Data design
* User interface design
* System integration
* Security and privacy design

# 3.2 SYSTEM STAKE HOLDERS AND THEIR ROLES

**3.2.1 HR Managers**

Responsible for overseeing employee data, performance evaluations, and HR policies.

**3.2.2 Employees**

Utilize the system for accessing personal information, managing leave requests, and submitting performance feedback.

**3.2.2.1 IT Administrators**

Maintain the system's functionality, security, and integration with other organizational systems.

**3.2.2.4 Managers**

Use the system for team performance reviews, assigning tasks, and monitoring attendance and productivity.

# 3.3 development methodology

This refers to the approaches, frameworks and processes that guide software development projects. They provide a structured and systematic way to plan, execute and manage the development processes, the system plans to employ structured systems analysis and design methodology(SSADM).

The SSADM methodology consist of several stages and techniques that guide the analysis and design process, the stages they include

1. Feasibility study-this is the initial stage and it focuses on assessing the viability of the proposed system
2. Requirements-in this stage the current system is analyzed to identify user requirement and define the desired system functionality
3. Requirement specification-the requirements identified in the previous stage are documented in detail in this stage.
4. Logical system specification-in this stage the logical specification is transformed in
5. To a system design that describes a system structure and behavior. This includes defining the data structure, processes and interfaces needed to implement the system.
6. Physical system-the logical systems specification is translated into physical system specifications in this stage.
7. System implementation-the physical design is implemented in this stage
8. System maintenance-once the system is deployed ongoing maintenances and supporting activities are done.

# 3.4 system structure

LENDER

DATA BASE

EZRENT SYSTEM

RENTER

# 3.5.1 FLOWCHART

Create account

Do you have an account?

NO

YES

Enter password

Correct

password

NO

Try again

Main Menu

# 3.5.2 DATA FLOW DIAGRAM

RETURN THE CAR

ADD NEW EMPLOYEE

USER

LOGIN

Delete database

MEMBERS DATABASE

# 

PAYROLL RECORDS

BILLING AND PAYMENTS

**LOGOUT**

# 

# CHAPTER FOUR

# SYSTEM CONSTRUCTION/DEVELOPMENT

## **4.0** Introduction to system development

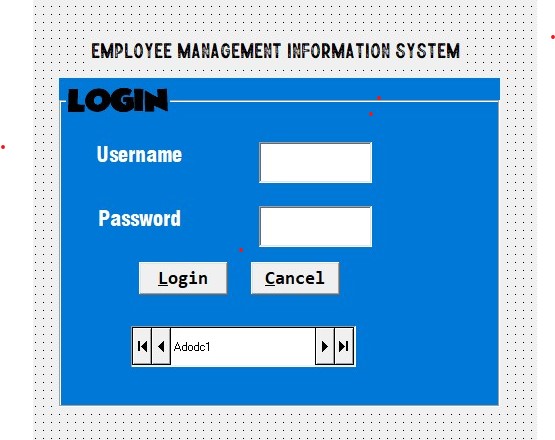
In this chapter, the system coding for an Employee Management System commenced, with detailed explanations of each stage. The languages utilized included VB 6.0 for application development, and MS Access for database management. To enhance functionality, VB 6.0 was employed to design user interfaces and implement various features essential for efficient employee management.

The Employee Management System (EMS) is a sophisticated platform aimed at streamlining administrative tasks related to workforce management. It offers an intuitive interface and comprehensive functionalities tailored to meet the diverse needs of employers and employees alike. By leveraging VB 6.0 and MS Access, the system ensures seamless data management and reliable performance. EMS is designed to optimize operational efficiency, enhance organizational productivity, and support effective decision-making processes within businesses.

Objectives

* + - * To ensure Data Accuracy.
      * To provide Efficiency.
      * To ensure Accessibility.
      * To create Security.
      * To ensure Adaptability.

**Login design**

****

# CHAPTER FIVE

# SYSTEM TESTING

## **5.O Introduction**

An Employee Management Information System (MIS) is essential software that integrates and manages employee data, facilitating tasks such as payroll, attendance, and performance tracking. It enhances organizational efficiency by automating administrative processes and providing insightful data for informed decision-making.

## OBJECTIVES OF SYSTEM TESTING

* Validate software functionality.
* Identify and address performance issues.
* Ensure system security measures are effective.
* Evaluate user interface usability.

Top of Form

## TYPES OF SYSTEM TESTING

* **Unit testing:** Testing individual components or modules of the Employee Management System (EMS) to ensure they function correctly and meet specifications.
* **Integration testing:** Verifying that different modules or components of the EMS work together as expected when integrated, identifying and resolving interface issues.
* **System testing:** Testing the entire EMS as a complete system to validate its behavior against defined requirements, including functional, performance, and security testing.
* **Acceptance testing:** Evaluating the EMS's readiness for deployment by testing it in a real-world environment to ensure it meets user expectations and business requirements.

## TEST PROCESS

In the context of an Employee Management System (EMS), the testing process typically involves several steps to ensure the system meets functional, performance, security, and usability requirements:

1. **Test Planning:** Define test objectives, scope, and strategies based on system requirements and user needs.
2. **Test Design:** Develop test cases and scenarios to validate different aspects of the EMS, such as payroll processing, attendance tracking, and performance evaluation.
3. **Test Execution:** Execute test cases to verify the functionality of individual modules (unit testing), their integration (integration testing), and the entire system (system testing).
4. **Defect Reporting:** Document and report any issues or defects identified during testing, including steps to reproduce and severity assessments.
5. **Defect Resolution:** Work with developers to resolve identified issues and retest to ensure fixes are effective and do not introduce new problems.
6. **Performance Testing:** Assess the EMS's performance under different loads to ensure it can handle expected user traffic and data volumes efficiently.
7. **Security Testing:** Evaluate the EMS's security measures to protect employee data and prevent unauthorized access or breaches.
8. **Usability Testing:** Gather feedback from users to assess how intuitive and user-friendly the EMS interface is for performing tasks such as entering employee information or generating reports.
9. **Acceptance Testing:** Conduct final tests with end-users to validate that the EMS meets their business requirements and is ready for deployment.
10. **Deployment Readiness:** Verify that all tests have been successfully completed, and necessary documentation and training materials are prepared for EMS deployment.

## 5.1 TEST PLAN CHART

Login form

Employee Management System

payroll

Employee details

Add

Save

Delete

add

delete

edit

## 5.2 TEST PLAN PROCESS

Creating a test plan for an Employee Management System (EMS) involves the following key steps:

1. Scope Definition: Define the scope of testing, including what aspects of the EMS will be tested (e.g., payroll processing, attendance management, performance evaluation).
2. Objectives: Clearly state the objectives of testing, such as verifying functionality, ensuring performance, assessing security measures, and evaluating usability.
3. Test Strategy: Determine the overall approach to testing, including the types of testing to be conducted (unit testing, integration testing, system testing, etc.) and the resources required.
4. Test Coverage: Identify the features and functionalities of the EMS that need to be tested, ensuring comprehensive coverage of all critical aspects.
5. Test Environment: Specify the hardware, software, and network configurations needed for testing, ensuring they reflect the production environment as closely as possible.
6. Test Cases: Develop detailed test cases and test scenarios that outline specific actions, inputs, expected outputs, and criteria for pass/fail for each test.
7. Test Execution: Outline the procedures for executing tests, including who will perform them, when they will be conducted, and any dependencies or prerequisites.
8. Risk Assessment: Identify potential risks to testing and deployment, such as data integrity issues, system performance bottlenecks, or security vulnerabilities, and plan mitigation strategies.
9. Defect Management: Define how defects and issues identified during testing will be logged, tracked, prioritized, and resolved.
10. Roles and Responsibilities: Clarify the roles and responsibilities of team members involved in testing, including testers, developers, project managers, and stakeholders.
11. Schedule: Establish a timeline for testing activities, including milestones, checkpoints, and deadlines for completing different phases of testing.
12. Reporting: Define how test results will be documented, analysed, and reported to stakeholders, including the format and frequency of status updates and final reports.

## 5.3 GENERAL SYSTEM TESTING CONCLUSION

In conclusion, system testing is a critical phase in the development and deployment of any software system, including an Employee Management System (EMS). It serves to validate the system's functionality, performance, security measures, and usability against defined requirements and expectations. By systematically executing test cases, identifying and addressing issues, and ensuring compliance with organizational standards, system testing helps mitigate risks, optimize system performance, and ultimately ensure that the EMS meets the needs of its users effectively. This process not only validates the reliability and functionality of the EMS but also enhances user satisfaction and confidence in its use for managing organizational resources efficiently.

# CHAPTER SIX

# SYSTEM IMPLEMENTATION

## 6.0 INTRODUCTION

System implementation refers to the process of installing, configuring, and integrating the software into the organization's infrastructure, ensuring it effectively manages employee data and enhances operational efficiency.

## 6.1 OBJECTIVES OF SYSTEM IMPLEMENTATION

Objectives of system implementation for an Employee Management System (EMS) include:

1. Deploying the EMS effectively across the organization's infrastructure.
2. Configuring the system to meet specific business requirements and operational needs.
3. Integrating the EMS seamlessly with existing IT systems and databases.
4. Training users and administrators to ensure proficient use of the EMS for managing employee data and optimizing organizational processes.

Top of Form

Bottom of Form

## **6.2** TYPES OF SYSTEM CHANGEOVER METHOD

There are four major ideologies of implementing a developed system and this are:

(I) Direct implementation: This approach involves halting the current employee management system abruptly on a planned date and activating the new system immediately. It is suitable for both small and large-scale systems where the new system's models have been thoroughly tested. However, it carries risk as the new system may encounter issues after the old system has been discontinued.

(II) Parallel changeover: In this method, the old and new employee management systems run concurrently for a specified period. Performance of the new system is compared with the old, and if satisfactory, the old system is phased out. This method ensures safety because the old system remains operational until the new one proves reliable. It is costlier and more complex to manage due to simultaneous operation of two systems.

(III) Phased implementation: Phased implementation involves rolling out the employee management system in stages. Each phase is implemented and tested successfully before moving on to the next. This approach is well-suited for large-scale systems, minimizing disruption by implementing components gradually rather than all at once.

(IV) Pilot changeover: This method entails implementing the employee management system at multiple locations one at a time, ensuring each location operates smoothly before moving to the next. It provides a safe approach as issues can be addressed sequentially, ensuring each implementation is successful before proceeding further.

**THE CHOSEN METHOD**

Direct changeover, also known as the "cold turkey" method, is a system changeover approach where the old system is completely replaced with the new system on a specific date. It involves a sudden transition where all users switch to the new system simultaneously. Here are some key considerations and steps involved in the direct changeover method:

System Preparation: Ensure that the new system is fully developed, tested, and ready for deployment. All necessary configurations, customizations, and integrations should be in place.

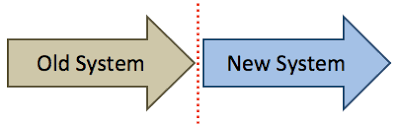
User Training: Provide comprehensive training to users on how to operate the new system. Training programs should cover the system functionalities, workflows, and any changes from the old system. It is crucial to ensure that users are comfortable and proficient in using the new system before the changeover.

Data Migration: If applicable, migrate the data from the old system to the new system. This involves extracting data from the old system, transforming it into the required format, and loading it into the new system. Care should be taken to ensure data integrity and accuracy during the migration process.

System Configuration: Configure the new system according to the organization's specific needs. This includes setting up user roles and permissions, configuring workflows, and customizing system settings. Ensure that all configurations align with the organization's business processes and requirements.

Parallel Testing: Conduct thorough testing of the new system in a parallel environment to ensure its functionality and compatibility with the existing infrastructure.

## 6.3 IMPLEMENTATION CHART



# CHAPTER 7

# SYSTEM DOCUMENTATION

# 7.1 INTRODUCTION

System documentation is a collection of detailed instructions, guides, and information that explain how a software system works, how to use it, and how to maintain it properly. It serves as a reference for developers, users, and administrators to understand and effectively manage the system throughout its lifecycle. Here are some key types of system documentation

# 7.2USER MANUAL

A user manual is a document that explains how to use a product, system, or software. It provides step-by-step instructions, diagrams, and troubleshooting tips to help users understand its features and operate it effectively

# 7.1.1 DISCLAIMER

# The Employee Management System (EMS) is intended solely for authorized use by employees and administrators of [Organization Name]. Any unauthorized access or use is strictly prohibited. The organization reserves the right to monitor and audit system activity for security and compliance purposes. Users are responsible for maintaining the confidentiality of their login credentials and for ensuring compliance with organizational policies and procedures while using the EMS.

# 7.1.2 SYSTEM INSTALLATION

It is the activities that show the phases of the system.

Run the setup for the system and follow the instructions

# 7.1.3 SYSTEM USAGE

The user will be required to log in at the system depending on the privileges given, the users will be required sign up to the system before login.

# CHAPTER 8

# SYSTEM CONCLUCION AND RECOMMENDATION

# 8.1 REVIEW OF THE SYSTEM

The system offers precise data and simplifies tasks with an intuitive interface, enhancing inventory management. Its computerized nature ensures efficiency and streamlined operations.

# 8.2 STRENGTH OF THE SYSTEM

 **Efficiency:** Streamlines administrative tasks such as payroll processing, attendance tracking, and performance evaluation, reducing manual effort and saving time.

 **Accuracy:** Provides accurate and up-to-date employee data, minimizing errors in record-keeping and decision-making processes.

 **Centralization:** Centralizes employee information in one database, facilitating easy access and retrieval of data for management and HR personnel.

 **Automation:** Automates routine tasks, such as generating reports and notifications, improving workflow efficiency.

 **Compliance:** Ensures compliance with organizational policies, labor laws, and regulatory requirements through standardized processes and data management.

 **Data Security:** Implements robust security measures to protect sensitive employee information from unauthorized access or breaches.

 **Scalability:** Scales to accommodate organizational growth and changes in workforce size and complexity without significant adjustments.

 **Decision Support:** Provides data analytics and reporting tools to support informed decision-making and strategic workforce planning.

 **Employee Satisfaction:** Enhances employee experience by providing self-service options, transparency in HR processes, and opportunities for feedback and development.

 **Integration:** Integrates seamlessly with other business systems (e.g., payroll, accounting) to ensure data consistency and streamline overall business operations.

# 8.3 WEAKNESSES OF THE SYSTEM

* **Complex Implementation:** Setting up and configuring the EMS can be time-consuming and require technical expertise, especially for large organizations with diverse needs.
* **Training Requirements:** Users and administrators may require extensive training to fully utilize the system's features and functionalities, impacting initial adoption and proficiency.
* **Cost:** The initial investment and ongoing maintenance costs of an EMS, including software licenses, hardware upgrades, and support services, can be significant, especially for smaller organizations with limited budgets.

# 8.4 RECOMMENDATION

The system comes highly recommended for the following advantages it offers

* Simplify user interface.
* Enhance training programs.
* Regular updates and maintenance.
* Improve integration with other systems.
* Plan for scalability.
* Strengthen security measures.

## APPENDIX 1:

## Project time table

|  |  |
| --- | --- |
| **Activity** | **Duration(weeks)** |
| **Feasibility study** | **4** |
| **Planning** | **1** |
| **Coding the system** | **7** |
| **documentation** | **3** |
| **implementation** | **2** |
| **Maintenance** | **3** |

|  |  |
| --- | --- |
| Activity | Duration in weeks |
| Chapter 1: Introduction | 1 |
| Chapter 2: System analysis | 1 |
| Chapter 3: System design | 3 |
| Chapter 4:System Development | 3 |
| Chapter 5:System Testing | 2 |
| Chapter 6: System Implementation | 2 |
| Chapter 7: System Documentation | 2 |
| Chapter 8: System conclusion and recommendation | 1 |
| System Maintenance | Once in a month |

## Appendix ii: budget

|  |  |
| --- | --- |
| **ITEM** | **ESTIMATED COST** |
| System development | 15000 |
| Hardware installation | 2000 |
| System software | 80000 |
| Licenses | 2000 |
| Training | 7000 |
| **Total costs** | **106,000** |

## APPENDIX III: Data gathering tools

**Questionnaires**

NAME …………………………………………….. DATE………………………………………………………

**INTRODUCTION**

Employee Management System Development Questionnaire

Rift Valley Institute of Science and Technology

P.O. Box 17201

We appreciate your feedback on your experience with our Employee Management System (EMS). Your responses will help us enhance our services. Please choose the most suitable answer for each question:

1. How user-friendly did you find the interface of the EMS? a) Very user-friendly b) Somewhat user-friendly c) Difficult to use
2. How satisfied are you with the payroll management feature of the EMS? a) Very satisfied b) Satisfied c) Dissatisfied
3. How secure do you feel about the data privacy measures in the EMS? a) Very secure b) Moderately secure c) Not secure
4. How would you rate the reporting and analytics capabilities of the EMS? a) Excellent b) Good c) Poor
5. How satisfied are you with the support and helpdesk services provided for the EMS? a) Excellent b) Good c) Poor
6. How likely are you to recommend our Employee Management System to other organizations? a) Very likely b) Likely c) Unlikely

## APPENDIX IV: CODES

Private Sub cmdlogin\_Click()

Adodc1.RecordSource = "SELECT \* FROM tbtlogin WHERE Username='" & Text1.Text & "' AND Password='" & Text2.Text & "'"

Adodc1.Refresh

If Adodc1.Recordset.EOF Then

MsgBox "Login failed, try again!!", vbCritical, "Please enter correct Username and Password"

Else

MsgBox "Login Successful.", vbInformation, "Sucessful attempt"

main.show

Private Sub cmdcalc\_Click()

Dim basicSalary As Double

basicSalary = CDbl(Text3.Text)

Dim vehicleAllowance As Double

vehicleAllowance = CDbl(Text4.Text)

Dim rentAllowance As Double

rentAllowance = CDbl(Text5.Text)

Dim hospitalAllowance As Double

hospitalAllowance = CDbl(Text6.Text)

Dim totalSalary As Double

totalSalary = basicSalary + vehicleAllowance + rentAllowance + hospitalAllowance

MsgBox "Total Salary: " & totalSalary

End Sub

Private Sub cmdnxt\_Click()

Adodc1.Recordset.MoveNext

End Sub

Private Sub cmdok\_Click()

With Adodc1.Recordset

.Fields(0) = Text1.Text

.Fields(1) = Text2.Text

.Fields(2) = Text3.Text

.addnew

MsgBox "Salary successfully recorded!!", vbInformation + vbOKOnly

End With

End Sub

Private Sub cmdprev\_Click()

Adodc1.Recordset.MovePrevious

End Sub

Private Sub Command1\_Click()

On Error Resume Next

If Not Adodc1.Recordset.EOF Then

If MsgBox("Are you sure you want to delete this record?", vbYesNo + vbQuestion, "Confirm Deletion") = vbYes Then

Adodc1.Recordset.Delete

MsgBox "Record deleted successfully.", vbInformation, "Success"

End If

Else

MsgBox "No record to delete.", vbExclamation, "Error"

End If

End Sub

Private Sub Command2\_Click()

Unload Me

main.show

End Sub

Private Sub Form\_Load()

With Adodc1

.CommandType = adCmdTable

.RecordSource = "tbtsalarydetails"

.Refresh

.Recordset.addnew

End With

End Sub

Private Sub Timer1\_Timer()

lbldate = Date

lbltime = Time

End Sub

Private Sub lbltime\_Click(Index As Integer)

End Sub