



# Sri Lanka Institute of Information Technology

## Information Technology Project

Year2, Semester 2 - 2024

### Project Charter

<b>Title of the Project :</b>	Employee Welfare Management System	
<b>Campus &amp; Batch :</b>	Malabe Y2S2 WD IT 1.1	Group No: T006
<b>Development Technology :</b>	MERN Stack Frontend – React Js Backend – Express Js, Node Js Database - MongoDB	

### **Description of the Project:**

**Client and the current business:** Agio Tobacco Processing Limited

It is a tobacco processing company where raw tobacco, delivered in bales, undergoes a meticulous process including moistening, sorting based on length, color, and flawlessness, and cutting into strips for binder and wrapper leaves, which are then shipped as semi-finished products to the factory in Westerlo.

#### **Current Problem:**

- Manual documentation in the current employee welfare process causes significant time delays.
- Inefficiencies in verification and approval processes.
- Overall effectiveness of the welfare system is affected, posing challenges for both employees and administrators.
- Complexities of paperwork make it difficult to maintain a streamlined workflow.
- Problems like data inaccuracies, miscalculations, document misplacement, and loss contribute to delayed processing and inefficient communication.
- Employees are required to schedule appointments by providing notification in person, necessitating physical presence for the arrangement of appointment
- The absence of tools for analyzing employee welfare.

#### **Innovative solution you are planning to provide:**

- Introduction of an innovative web application to address challenges in manual employee welfare processing.
- The system enables users to submit documents and obtain real-time status updates, thereby enhancing operational efficiency
- Implementation of a secure centralized database for data integrity and confidentiality.
- User-friendly interface for easy navigation and smooth user experience.
- Automated workflows to significantly speed up the processing of welfare requests.
- Inclusion of a multilingual feature to optimize usage for factory workers.
- Implementation of an automated appointment scheduling system wherein employees can conveniently input and manage their appointments with ease.
- Emphasis on efficiency and transparency with support for digital document uploads.
- Real-time reporting capabilities for enhanced monitoring and analysis.



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### Details of the Group Members:

	Name with Initials (Surname first)	Registration Number	Contact Phone Number	Email
1.	Palliyaguru M D	IT22066466	0710917144	IT22066466@my.sliit.lk
2.	Fernando T K	IT22059536	0766900524	IT22059536@my.sliit.lk
3.	De Silva K W S C	IT22060358	0770513846	IT22060358@my.sliit.lk
4.	Bolonghe W D U	IT22069672	0701615834	IT22069672@my.sliit.lk
5.	Weerakoon M M	IT22065544	0770745496	IT22065544@my.sliit.lk
6.	Liyanage D D	IT22191588	0771112964	IT22191588@my.sliit.lk
7.	Seneviratne D V	IT22094322	0765415134	IT22094322@my.sliit.lk
8.	Wahalathanthri D B D	IT22102614	0702200219	IT22102614@my.sliit.lk

### List of Functions Developed by the Group Members:

	Name with Initials	Description of the Function
1.	Palliyaguru M D	<b>Leave Management</b>  Employee – Request leave by submitting an application  <ul style="list-style-type: none"><li>a. Employees can input their details and submit the leave application form.</li><li>b. Employees can upload necessary documents. (ex :- Medicals )</li><li>c. Allows the employee to modify and delete the leave request before its approved.</li><li>d. View the status of the leave request</li><li>e. View number of leave balances recent leave history, and upcoming approved leaves</li><li>f. Receive real time notifications and updates on their leave requests</li><li>g. Log of past leaves, approvals and rejections</li><li>h. Calendar showcasing public holidays to help plan the leaves</li><li>i. Get reports on monthly leaves</li></ul>



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		<p>Admin – Handle employee requests</p> <ul style="list-style-type: none"><li>a. View Employee leave requests</li><li>b. Approve or disapprove leave requests</li><li>c. Calendar view of approved leave requests to make it easier to manage the workforce availability.</li><li>d. Allows admin to propose rescheduling leave dates in collaboration with employees.</li><li>e. Reports generating monthly leave requests</li><li>f. Download monthly reports</li><li>g. Comprehensive overview of employee leave history</li></ul> <p>System – System operations</p> <ul style="list-style-type: none"><li>a. Keep track of approved leaves</li><li>b. Sends notifications and reminders at the different stages of the leave requesting process</li><li>c. Displays unavailable dates for requests due to prior requests</li></ul>
2.	Fernando T K	<p><b>Announcement and Notices Management</b></p> <p>Admin: Publish Announcements and timely notices</p> <ul style="list-style-type: none"><li>a. Create, edit , format and delete announcements</li><li>b. Ability to include multimedia options to the notices (videos, images)</li><li>c. Categorize announcements into general and specific.</li><li>d. Specify the relevant department for targeted announcements (If it's a specific announcement)</li><li>e. Set expiration dates for announcements</li><li>f. Receive notifications when the announcements and notices are uploaded</li><li>g. Ability to download reports</li></ul> <p>Employee: Receive notices and announcements and interact with them</p> <ul style="list-style-type: none"><li>a. View announcements and notices</li><li>b. Ability to provide comments on announcement to make it collaborative</li><li>c. Filter and search for specific announcements</li><li>d. View Event Calendar</li></ul>



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		<ul style="list-style-type: none"><li>e. Able to response to an invitation(RSVP) on the responsive calendar</li><li>f. Receive notifications when a new announcement is uploaded</li></ul> <p>System - Report generation and handling notifications</p> <ul style="list-style-type: none"><li>a. Notify admin and employees on new updates</li><li>b. User role management (send announcements to specific employees defining their role)</li><li>c. Ensuring that the most recent announcements appear at the top when viewed by employees.</li></ul>
3.	De Silva K W S C	<p><b>Transportation Management</b></p> <p>Admin: Register relevant outsourced drivers</p> <ul style="list-style-type: none"><li>a. Register drivers by entering details (eg name, id, work experience)</li><li>b. Register relevant vehicles respective to each driver</li><li>c. Enter emission Test Certificate and License details</li><li>d. Remove drivers if they are quitting the job and add new outsource drivers</li><li>e. Allocating backup Vehicles (During an emergency)</li><li>f. Modify the seat count as needed and ensure it is updated whenever there are changes in transportation arrangements.</li></ul> <p>Employee: Register for transport service</p> <ul style="list-style-type: none"><li>a. Register for transport service</li><li>b. Choose the respective locations available within the diameter of 30km range (Through the dropdown)</li><li>c. Enter the respective bank details</li></ul> <p>System: Notify if exceeding the seat limits</p> <ul style="list-style-type: none"><li>a. Count of number of seats available</li><li>b. Notify unavailable message if no seats are available in the vehicle within the selected location</li><li>c. Generate reports of respective drivers</li><li>d. Validate vehicle condition</li></ul>



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		e. Notify if license and insurance expire
4.	Bolonghe W D U	<p><b>Employee Uniform Management</b></p> <p>Employee → Main: Order Uniforms</p> <ul style="list-style-type: none"><li>a. Enter waist size and preferred uniform size</li><li>b. Receive confirmation of uniform order</li><li>c. Ability to cancel uniform order</li><li>d. Ability to change size or modify order details</li><li>e. Download uniform order receipt</li></ul> <p>2. Admin → Main: Manage Uniform Orders</p> <ul style="list-style-type: none"><li>a. Calculate the number of uniforms to be issued based on sizes ordered by employees</li><li>b. Update inventory of available uniform sizes</li><li>c. Manage uniform distribution process</li><li>d. Monitor uniform order status (e.g., pending, issued, canceled)</li><li>e. Generate reports on uniform orders and inventory status</li><li>f. Receive notifications on uniform order requests and status changes</li></ul> <p>3. System → Main: Update Uniform Availability</p> <ul style="list-style-type: none"><li>a. Track inventory of available uniform sizes</li><li>b. Update availability status based on inventory levels</li><li>c. Notify admin when certain uniform sizes are low in stock</li><li>d. Generate reports on uniform inventory status</li><li>e. Maintain uniform order history and availability logs</li></ul>
5.	Weerakoon M M	<p><b>Inquiry Management</b></p> <p>1. Employee → Main: Log a work inquiry</p> <ul style="list-style-type: none"><li>a. Select preferred date for issue resolution</li><li>b. Receive a time slot for the inquiry</li></ul>



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		<ul style="list-style-type: none"><li>c. Get a unique inquiry number</li><li>d. Receive a reminder on the scheduled day</li><li>e. Cancel or reschedule the inquiry</li><li>f. Retrieve/download inquiry details</li><li>g. Receive notifications for updates</li></ul> <p>2. Support → Main: Manage work inquiries</p> <ul style="list-style-type: none"><li>a. Receive and schedule work inquiries</li><li>b. Update availability for addressing issues</li><li>c. Mark inquiry as resolved or provide status updates</li><li>d. Adjust availability based on workload</li><li>e. Download specific inquiry records</li><li>f. Generate reports on work inquiries</li></ul> <p>3. System → Main: Update availability for support</p> <ul style="list-style-type: none"><li>a. Track the number of inquiries for a specific day</li><li>b. Adjust availability based on maximum inquiry capacity</li><li>c. Display unavailable dates for inquiries</li><li>d. Send notifications and reminders for scheduled inquiries</li></ul>
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6.	Liyanage D D	<b>Insurance Management</b>  Employee → Main: Request for insurance claim  <ol style="list-style-type: none"><li>Initiate claim request</li><li>Upload the medical documents</li><li>Receive notification about accepted claim amount</li><li>Receive a claim number</li><li>Update the medical documents</li><li>Cancel claim request</li><li>Download claim receipt</li></ol> <ol style="list-style-type: none"><li>Admin → Main: Manage insurance claim requests<ol style="list-style-type: none"><li>Receive claim request</li><li>Select prefer option for the employee from 24h insurance or Sri Lanka Insurance</li><li>Forward insurance claim to the Sri Lanka Insurance company</li><li>Update information about ongoing claim request</li><li>Download specific claim request records</li><li>Download reports of requests</li></ol></li> <li>System → Main: Update availability for claim insurance<ol style="list-style-type: none"><li>Keep track number of daily insurance claim requests</li><li>Update availability if the maximum number of claim requests for a day is reached</li><li>Show unavailable claim requests</li><li>Send notifications and reminders for insurance claim</li><li>Maintaining a recode of past insurance claim requests</li></ol></li></ol>
7.	Seneviratne D V	<b>Medical Appointment Management</b>  Employee → Main: Make an appointment  <ol style="list-style-type: none"><li>Select a preferred date from the available dates</li><li>Receive a time for the appointment</li><li>Receive an appointment number</li><li>Receive a reminder on the day of the appointment</li></ol>



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		<ul style="list-style-type: none"><li>e. Cancel an appointment</li><li>f. Reschedule an appointment</li><li>g. Download the receipt</li></ul> <ul style="list-style-type: none"><li>2. Doctor → Main: Receive appointments<ul style="list-style-type: none"><li>a. Receive appointments</li><li>b. Update unavailable dates and times</li><li>c. Update if an appointment was completed or not and the cause if it was not completed (eg: patient was absent)</li><li>d. Reschedule appointments (eg: previously available date becomes unavailable due to some circumstances)</li><li>e. Download specific appointment records in printable format</li><li>f. Download reports</li></ul></li></ul> <ul style="list-style-type: none"><li>3. System → Main: Update availability of the dates<ul style="list-style-type: none"><li>a. Keep count of the number of appointments on a specific day</li><li>b. If the number of appointments reach the max number of possible appointments for that day, update the available status for that particular day.</li><li>c. Show unavailable dates</li><li>d. Send notifications and reminders</li></ul></li></ul>
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8.	Wahalathanthri D B D	<p><b>Performance Management</b></p> <p>Employee - Compare performance with other Employees</p> <ul style="list-style-type: none"><li>a. View top ranking employees</li><li>b. Select an employee and view their details briefly</li><li>c. Mark attendance</li><li>d. Request a report about their own performance</li><li>e. View their performance goals</li><li>f. View their own performance details</li></ul> <p>Admin - Manage employee performance section</p> <ul style="list-style-type: none"><li>a. Integrating employee performance details into the system.</li><li>b. Update and delete performance data</li><li>c. Set clear and achievable goals to employees</li><li>d. Request full detailed reports</li><li>e. Monitor attendance</li></ul> <p>System - Update employee rankings regularly</p> <ul style="list-style-type: none"><li>a. Calculate average performance of employees individually</li><li>b. Notify goals to low ranking employees automatically</li><li>c. Generate requested reports</li><li>d. Assign rewards to high ranking employees</li></ul>
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