

PROJECT ANALYSIS

HOSPITAL LEAVE SYSTEM

CPIT250



Team:

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CHOSEN INTERVIEW TECHNIQUE

We did apply the **nominal group technique (NGT)** to set up questions. It supported us to gather multiple ideas due to working separately, which allowed each one of the members to type many ideas without interrupting. After that, we discussed the ideas, selected the better ones to use during the interview.

Then For the interview, we decided to use interviewing individual techniques with the head department. For the following reasons:

- It made scheduling an appointment uncomplicated and flexible because the administrators of the departments have a busy schedule; hence, it is hard to choose a date for interviewing a group of administrators and staff.
- The head of the department is the one who will use the system, and he have more knowledge of the issues that could help us more than the other employees. Furthermore, the system built for them to access and mange more than the staff.
- The system we are creating suits all the administrators of different departments. Choosing only one admin to interview causes no problem for us in gathering needed information.

INTERVIEW TEMPLATE

Interview Outline	
Interviewee: Elaf Yousef Jaylan Majid Renad Mohammed	Interviewer: Dr. Yousef Aloufi
Location/Medium: King Abdulaziz naval base hospital – Jubail. Diving and Hyperbaric Medicine Department.	Appointment Date: 2-11-2021 Start Time: 3:00 PM End Time: 3:43 PM
Objectives : <ul style="list-style-type: none"> About the issues in the current system of the hospital. What the difficulties the head of the departments' faces. Types of required information to collect for the new system. 	Reminders: Background/experience of interviewee Known opinions of interviewee.
Agenda: Introduction Background on Project Overview of Interview Topics to Be Covered <ul style="list-style-type: none"> Topic 1 Questions Topic 2 Questions ... Summary of Major Points Questions from Interviewee Conclusion	Approximate Time: 1 minute 3 minutes 2 minutes 1 minute 5 – 10 minutes for each question 5 minutes 7 minutes 1 minute

General Observations:

Interviewee seemed invested in our project. He provided us with all the required answers with detailed explanations.

Unresolved Issues, Topics Not Covered:

We could not manage to interview the employees who work at the selected department. Even if we collected enough data of the issue, we still do not know their point of view on the issue of the leave system and what additional features they require.

Question1:

What are the disadvantages of handling the papers to request the leaves?

Answer:

- Miss calculation.
- Dates mistakes.
- He needs to disappear from his workstation to sign his vacation papers from different administrations.
- The paper requests can be lost and missed.
- The arrangement of the vacations of the employee together will be difficult.
- Delay of vacation because the administrations are very busy.

Question2:

Do you prefer if the employees could request a vacation via a website (yes/no)?

Answer:

Yes, I prefer because it is easy to be documented and archived in his file and to be calculated if he has leave days remaining for him or not.

<p>Question3: In your own view, do you see it is easy for employees to request a vacation via the website?</p>	<p>Answer: Yes, it is much easier than paperwork, which must be approved from different administrations until he gets the final approval, so he needs to leave his workstation to do all this but through web site no need.</p>
<p>Question4: Is building a leave system that could be managed by a website, could solve the problem?</p> <p>Question5: What is the required data the employees need to request vacation?</p>	<p>Answer: Yes, especially if the applicant or employee is faraway or already in vacation and need to extend.</p> <p>Answer: The employee must fill the form that contain these data:</p> <ul style="list-style-type: none"> • Name. • Rank and title. • Employee number • Department • Job title or job position • Id or Iqama • Vacation type • Number of days required • Starting days • Place of vacation • Contact number • Rational or remark

<p>Question6: Does the employee need to upload files with the leave request? If yes, what type of files?</p>	<p>Answer: Yes, some leaves need documents to be upload such as sick leave, emergency leave, sometimes they need to upload relative death certificate or courses, conference for education leaves.</p>
<p>Question7: Do you think that we could add more features for the employee Leave/vacation system such as viewing their vitiation record? Moreover, if the answer is yes; what type of features do you suggest?</p>	<p>Answer: Yes, because we have different categories of employee and different types of vacation for each category, so we need the system that show the exact or deserved days of vacation for each employee. We need you also to add extending vacation feature to your system.</p>
<p>Question8: What do you do as a head of a department when more than three department employees are asking for leave at the same time?</p>	<p>Answer: We use the calendar to rearrange their leaves by overlapping their vacation days to the minimum days so by this way they will not disappear all in the same time for the whole period.</p>

Question9:

Do you believe if the employees could request a vacation via the website could it make the managing easy? (yes/no)

Answer:

Yes, of course that will make the following easy:

- Quick approval or disapproval.
- Save copies of the requests.
- Can be send quickly without need for porter.
- Cannot be lost.
- Can calculate easily the given and the remaining vacation of the employee.
- Easy to categories the employee leaves.
- Can apply and can be approved online (from far places).

Question10:

Do the heads of the departments would need to change the data in the system?
If yes, what is the data that you would need to modify from time to time?

Answer:

Yes, we need to add or remove employee as we are changing some of the employee every three years.

Also, there is some types of vacation days can be added to a new category of vacations (e.g. If the hospital get recognition by non-association the employee who made efforts can be given some days as a gift from the department).

Question11:

Do you think that the system we created with its features we suggested is satisfactory and sufficient, or does it need development?

Answer:

Yes, but it may need development in the future, according to the hospital's needs.

Question12:

Do you think that we could add more features for the employee Leave/vacation system, and if the answer is yes; what kind of feature do you suggest?

Answer:

- Upload and download files for both head of the departments and the employee because the head of the department would need to send his answer or send any memo.
- Smart help calendar that can be clear and colored and has the officiant government leaves (e.g. Eid holydays) can be clearly apparent in the system for the head of the departments and the employee.
- Statistics and graphs for the head of the department to know the crowded months by vacation, the free months, and corollate than with the season.
- Previous plan for the vacation of all the employee ahead.

ANALYSIS OF THE INTERVIEW

Results of main questions:

The interview with Dr. Yousef went so well, we were able to know the problems they face regarding the employee vacations and we got most of the information we need, which led to the ability to add new features to our system.

The following is a list of the main points that we conclude from the conversation with him:

- He was impressed by our project and its features that we put forward.
- He assured us of the need for the hospital's leave system of development.
- He offered some ideas that might help develop the system further.
- The leave system in the hospital may be somewhat complicated due to the multiplicity of employee categories and leave types.
- The system will facilitate the calculation and request of vacations for employees and department managers and will save a lot of effort and time for them.
- He listed all the required data to be included in the system.