Time and Attendance System

Introduction

Project code: FUTAS

Document code : Capstone Project Introduction

Hà Nội, January, 2013

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1. Project charter

**Project title**: Time and Attendance System

**Project start date** : January,7,2013 **Project finish date**: April, 27,2013

**Budget information** : $1,100

**Project manager** : VietTM,Phone:0973400809,Email:viettm01402@fpt.edu.vn

**Project objective** : developing a system to record when employees start and stop work at the department where the work is performed. The system store realistic productivity of each employee so that the companies are able to make payroll exactly.

**Roles and Responsibilities**

|  |  |  |
| --- | --- | --- |
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1. Overview of existing system

-The system allows you to use the swipe card (which is provided by your company) to scan at reading head in order to come in or come out the department you work

-The system setups and divide working schedule

-The system manages work over time

1. SWOT analysis

**1.Strengths**

-Help employer to track employees status (attendance, absent, late, sick …)

-Detail working hours of employees has been recorded

-Increase security

-Protect company from payroll fraud

**2.Weaknesses**

-Employees had card scanned by another employee

-Employees come in or come out without scan card

**3.Opportunities**

-Replace paper timekeeping

-Make the confidence between employees and employer increase

**4.Threats**

-Many providers

-Hard to implement in VietNam government department

1. References

http://en.wikipedia.org/wiki/Time\_and\_attendance