**Capstone Project assignment 3**

**Writing to the audience**

Roaster management helps manager to organize and manage staff roasters. In one look, everyone can see who is working for the day and week, who are not on the list for next day, approve day off request, post vacant shift and so much more. As this website is highly dedicated to casual IT staff, they can work with their own choice, if they want to work, they will pick the shift, otherwise they can reject the shift request. In the current scenario, manager is calling every casual staff if they can work next week which is lengthy process and everyone may not be able to receive call all the time and it is not possible to call all the staff every time. After completion of this project, all vacant shift, staff availability is going to be in the system so calling system will be removed slowly. However, they still might have to call for the suitable replacement if there is cancellation of shift in the last moment, not enough people for the project but it won’t be time consuming like the previous system. Analyze, reporting and metrics are important to understand what is doing well and which part need improvement. This website aimed to provide staff with related insight that can be used to make decision, regarding workforce planning, skill management and benefits. It allows demand forecasting and staff are able look at previous data and can assume for future demand and upcoming project that could affect the company. Team can plan and meet the customer requirement correctly and manage shift according to demand.

**This website will provide following feature to the manager and the staff**

* Manage roaster by location and job title,
* Planning table highlights unavailability or shift goes beyond limitation (i.e., if shift exceed the time),
* Task and training are uploaded on the website so staff can take a look about previous task before starting the new shift,
* Can create roaster for week or month based on staff availability in just few moments,
* Provide all the information about the shift and task like notes, place, attachment, time,
* Staff can access their roaster from phone and will be updated in any change as website send automatic reminders,

**Conclusion**

The website that is going to be developed for the roaster management meet the basic requirements while it come to task performance. Employees database with their availability, flexibility on picking shift, shift exchange with other colleague, record of staff clock in and clock out, approving leave and tracking vacation time. It delivers accurate time and detailed reports, gives real time communication, notification and reminder top of while there is new update and change. Abacus company can save time and effort that they are currently spending on timesheet and use that time for other office work and documentation. This staff management strategy is more effective and can be easily integrated to the other system like benefit administration and reporting capabilities. It helps to minimize mistake and improve and increase work productivity. Project is design specially for casual staff so can have good user experience. User can use their smartphone for checking timesheet which saves time. As everything’s are included in website so there is no need of printing any document for leave approval, timesheet, training which saves costs and that is benefit for the company. It also helps to create best working environment, finish project within time and bring change in system.