



TITLE HEADLINE

**PREPARES FOR PREPARED BY**

CK L&D HEMA’S ENTERPRISES PVT LTD

**CK L&D**

**SCOPE DOCUMENT**

**CK (L&D).**

**PROJECT OBJECTIVES:**

To create a grade based portal for admin and trainer for create the trainees lists with their trainers and to monitor the details on the basis of the employee ID by their tasks and tests and the status of the tasks.

**Project description:**

The goal of the project is to create Learning & development tracking website to monitoring the trainer and their trainee’s activities like tasks, batch assigning details, assessments and so, the attendance details should be captured by each such trainees, and based on the trainee’s performance the performance feedback should be given by the trainer to their particular trainee.

**Project scope:**

The project scope is outlined below, which is explains the training session details with the Admin and Trainee details This page describes the complete process, along with comprehensive user information It will show how the many steps of the process interact to finish the whole process.

* Recruiter
* Admin
* Trainer

|  |  |  |
| --- | --- | --- |
| S.NO | **MENU** | **PROJECT DESCRIPTION** |
| 1. | **Login** | Login has Recruiter, admin, trainer but all are they had a different login IDs and each person have a specific Email IDs and passwords  In-case the user forgot the password to use the forgot password option to recreate the new password for the site or website. |
| 2. | **Recruiter**   * Dashboard * Trainee list | * The recruiter dashboard shows the menu with the number of trainers and trainees overall counts. * The trainee list tab shows the entire trainee list with the headers of s.no, trainee code, trainee name, designation, number, employee email ID, joining date, gender, employee date of birth, employee mobile number, and action and it also can be copy, and it can be downloadable in different forms and print. * Add trainee requires a details of the trainee basic details like employee code, name of trainee, email ID, contact number, , date of joining, gender, date of birth, location, state, region, zone, designation, experience status, permanent address, process, supervisor, trainee working status, name of business division, name of person raising the hiring request, mobile number of the person raising the request, role/ designation of the person raising hiring request, ASM name, ZSM name, sales man type (RSSM, USP,RSP), reason for old sales man leaving and the **submit** option should be there. |
| 3 | **Admin**   * Dashboard * Trainee list * OJT report * Attrition report * Report | The Admin login dashboard shows the menus of no. of batches, no. of trainers, no. of recruiters, and no. of batch completed.  **Trainee list** shouldshows with the header of trainee name which is in drop down, training start date, and clear and submit tab should be there. Below these the trainee details shows with the headers of S.no, trainee name, batch code, designation, number, gender, date of birth, training start date, action with the view and edit option.  **OJT report** shows the OJT tracking list with the header of batch code in drop down, day, trainee code. Below the tabs the tracking list with the details of S.NO, batch code, location, code of trainee, designation, join date, trainer, day, training covered/clarification, total no of outfit visited/bill cuts, and target achieved and this detailed reports should be copy, and also download in form like Excel, CSV, PDF, and print. Add or update OJT tracker need same required details as above mentioned.  **Attrition** report tracker shows with the header of batch code, trainee code, below these the S.NO, batch code, location, code of trainee, designation, join date, trainer, training stage-stage of attrition, date of attrition, mode of attrition, and detailed reasons and this detailed reports these details should be copy, and also download in form of Excel, CSV, PDF, and print. Add or update Attrition tracker needs same details as above mentioned.  The **Report** tabs should shows the trainer name in drop down and batch code, below these tabs the s.no, Trainer name, batch code, training started date, action tab for download the particular batch details and it also be copy and downloadable in different formats like Excel, CSV, PDF, and also print option should be there. |
| 4 | **Trainer**   * Dashboard | **Dashboard** shows overview of the trainer and trainee list with the menus of **Batch code completed** and **Trainee code.** |
|  | Trainer assigning | **Trainer assigning** menu captures the details with the header of trainer details, training start date and clear and submit option should be there and below these details the trainer details should be captured with the s.no, trainee name, batch code, designation, number, gender, date of birth, training start date, action and also these details can be copy, and download in various formats and also search option to find a particular trainee details. |
|  | Trainee listing | **Trainee listing** should shows the details with the headers of s.no, trainee name, designation, batch code, assigned date, mobile number, gender, date of birth, created on, and action option. The Action tab contains edit and view option and also these details can be copy, and download in various formats like Excel, CSV, PDF, and print and colvis will be there as additional feature. |
|  | Progress | **Progress** menu shows the in progress, pending and completed tabs.   * **In progress report** shows the details with the header of s.no, batch code, current date, action. The Action tab views the report day on the top right below these the tabs shows with the header of s.no, trainee name, batch code, trainee code, attendance, progress trend, punctuality, completion of assignment, participation of activities, confidence, asking questions, average score, remarks. Below these tabs we can fix the next training date, upload status picture, once the training is fully completed then we should select training completed tab then to submit. * **Pending report**  shows the details with the header of s.no, trainee name, designation, batch code, assigned date, mobile number, gender, date of birth, created on, action option should contain view tab also these details can be copy, and download in various formats like Excel, CSV, PDF, and print. * **Completed report** shows the all completed trainee list details with the header of s.no, trainee name, designation, batch code, assigned date, number, gender, date of birth, created on, and action. The Action tab contains view and downloads option. Also these details can be copy, and download in various formats like Excel, CSV, PDF, and print. |
|  | Attendance | **Attendance**  report shows the details with the batch code and trainee code which are in drop down below these tabs the trainee details are shown with the header are s.no, location, batch code, trainee code, trainee name, designation and day represents the day of training and it shows the attendance status. |
|  | Remarks report | **Remarks report** shows the remark given by the trainers to trainees with batch code and trainee name which are in drop down below these the details are show with the headers of s.no, batch code, employee or trainee ID, name, location, date of joining, current date, designation, process/ SBU, trainer, RAG, Remarks, and action and Add remarks tab require details as motioned also these details can be copy, and download in various formats like Excel, CSV, PDF, and print. |
|  | Performance | **Add performance** tab requires a details of batch code (drop down), levels (drop down), attempts (drop down), below these details the performance table shows the select trainee option with headers of s.no, trainee code, trainee name, mark and total mark and overall percentage and finally the submit option should be there.  **Performance table view** the batch code and employee numbers in drop down below this the details are show each and every levels (1 to 5) attempts and performance should be listed with the header of attempts and its percentage, if the trainee attain maximum score in attempt 1 then it doesn’t shown in any other attempts it will directly move to final certification with percentage And also these details can be copy, and download in various formats like Excel, CSV, PDF, and print. |
|  | OJT | **Add OJT**  report show the drop downs for batch code, current training day. Below these tabs the details are shows with the headers of s.no, batch code, location, code of trainee, designation, join date, trainer, training covered/clarification, total no. of outlet visited/bill cuts, target achieved and edit option should be there and then submit option.  **OJT** report shows the batch code, day, trainee code these are all in drop down below these tabs the created OJT lists are shown with the headers of s.no, batch code, location, code of trainee, designation, join date, trainer, day, training covered/clarification, total no of outlet visited/bill cuts, target achieved And also these details can be copy, and download in various formats. |
|  | Attrition | **Add Attrition** page shows with batch code, trainee code which are in drop down below these tabs attrition details are shown with the header of s.no, batch code, location, code of trainee, designation, joining date, trainer, training stage-stage of attrition, date of attrition, mode of attrition (drop down), attrition category (drop down), detailed reason (drop down) and finally submit option should be there.  In **Attrition** report shows the details as filled in attrition update tab. |
|  | Report or Download | In report menu should shows the detailed report of the trainee details and also their training tracks and also able to download all the reports by each batches in the trainer login. The each separate batch contains the details of attrition report, attendance, (progress, pending, completed) reports, EWS, OJT and MTT data report. |