**Project Proposal**

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| **Student Name** | WAMBUA GIBSON MAKAU. |
| **Student Number** | P15/100586/2017. |
| **Supervisor Name** | ELISHA.T.OPIYO. |
| **Project Title** | EMPLOYEE MANAGEMENT SYSTEM. |
| **Year** | II |

1. **Overview of the Project**

Handling of employee records manually poses a big challenge in occurrence where a company employs many workers. For instance, the leave managing process poses a big challenge when handled manually, the papers may have human errors or get into the wrong hands. Also, employees need a necessity to handle their personal information.

The problems are addressed by designing a web-based system fully authority access and private to each individual. The project will define each employee status, department and educational background to facilitate the performance and achievements of an employee.

1. **Objectives for the Project**

The project makes it easy for the job to maintain employee records. The project will be in two parts; Employee(user) and the Manager(admin) parts. The project shall:

1.Keep and maintain key employee details.

2.Management of leave process.

3. Updating of employee details.

4. Keep privacy of each employee.

5.Employee Documents management.

6.Manager approving or disapproving a leave.

7.Provide a quick description of the organization and a motivational page (about us) to boost employee morale.

8. Generate leave reports.

1. **Research Topics**

Organizations with a large number of employees have a very large data volume to manage. The current most existing systems in Kenya for many companies is the pen-paper based data record system which is doubting due to the errors and the number of staff required to keep the records. The record keeping hence requires a sophisticated tool to store and retrieve data. Over the years the human resource technology has evolved from Paper-based systems to early personal computer (PC) technology to electronic databases and finally Web-based technology.

Automation has enhanced organizations to achieving effectiveness and efficiency and also reducing the number of employees managing this information hence more profits. Automation reduces the human errors and also the time taken to process data.

Today’s technology to access this information via multiple systems gives organizations a strategic edge. This new system enables the Human Resource system to transform this information into knowledge that can be used by the organization in decision making.

The two most popular Web-based HR applications used today are self-service for employees and self-service for managers. These applications have enabled companies to shift responsibility for viewing and updating records onto individual employees and have fundamentally changed the manner in which employees acquire information and relate to their Huma Resource departments.

1. **Resources**

SOFTWARE REQUIREMENTS:

1.Xampp or Wamp software’s.

2.Browser.

3.Operating System.

HARDWARE REQUIREMENTS:

1.A COMPUTER OR A LAPTOP WITH

Processor Pentium III or above

RAM 64 MB

HDD 10GB

1. **Other Information**

If there is any further information that you feel the supervision team should know, include it here.

**Signed and Agreed**

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|  | **Name** | **Signature** | **Date** |
| **Student** |  |  |  |
| **Supervisor** |  |  |  |

1. **Project Schedule**

**Note**: A task should normally be no more than 20 hours per task

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task No** | **Task Name** | **Planned Hours** | **Actual Hours** | **Planned Start Date** | **Actual Start Date** | **Planned End Date** | **Actual End Date** | **Deliverables\*** |
| 1 | Prepare Terms of Reference | 10 |  | 8/02/2022 |  | 14/02/2022 |  | Accepted TOR |
| 2 | Prepare Schedule and Gantt Chart | 10 |  | 15/02/2022 |  | 21/02/2022 |  | Schedule and Gantt Chart |
| 3 | Initiate Research, Order papers | 20 |  | 22/02/2022 | 24/02/2022 | 02/03/2022 |  | Abstracts |
| 4 | Research for Employee Management System. | 10 |  | 03/03/2022 |  | 07/03/2022 |  | Formal Research Notes for a HR System |
| 5 | Creating the design of the system, DFDS and software methodology to use. | 5 |  | 08/03/2022 |  | 12/03/2022 |  | Design of the system, entity relationships, DFDs |
| 5 | Creating Formal Home Pages and a database | 20 |  | 14/03/2022 |  | 18/03/2022 |  | Home, about, contact and login pages and project database. |
| 7 | Inserting data into the Database | 3 |  | 19/03/2022 |  | 20/03/2022 |  | Employee data |
| 8 | Creating a login page for employees, authentication of login and employees home page on login | 5 |  | 21/03/2022 |  | 23/03/2022 |  | Employee Authentication Login |
| 9 | Employee profile page and updating of the user details and password change per user | 8 |  | 24/03/2022 |  | 26/03/2022 |  | Profile dropdown page and user password change |
| 10 | Per User File page and Download | 6 |  | 27/03/2022 |  | 30/03/2022 |  | Employee file System. |
| 11 | Employee Electronic leave system and report generation | 6 |  | 31/04/2022 |  | 04/03/2022 |  | Leave history and apply system |
| 12 | Manager module authentication and home page | 2 |  | 05/04/2022 |  | 05/04/2022 |  | Manager Panel |
| 13 | Manager Edit Employees page | 6 |  | 05/04/2022 |  | 06/04/2022 |  | Edit employee’s module |
| 14 | Manager Electronic leave system and report generation | 20 |  | 07/04/2022 |  | 11/04/2022 |  | Leave management module |
| 15 | Manager file system | 15 |  | 12/04/2022 |  | 18/04/2022 |  | File management module |
| 16 | Manager Add Employees | 15 |  | 19/04/2022 |  | 25/04/2022 |  | Add employee’s module |
| 17 | Integration And testing | 20 |  | 21/03/2022 |  | 30/04/2022 |  | All modules work fine |
| 18 | Documentation | 20 |  | 08/02/2022 |  | 04/05/2022 |  | Full Project Documentation |
|  |  |  |  |  |  |  |  |  |
|  | Total Hours | ~201 |  |  |  |  |  |  |

**\*Deliverables**

Deliverables are the tangible results of each task. Every task MUST have a deliverable, and these should be produced at supervision sessions and reviews as required. Note that progress in the project will, in part, be judged by the timely production and quality of the deliverables.