Project Title

Human Capital Management system

[This document describes the problem statement for the Human capital Management

System with the feature list for which detailed requirements are to be captured]

This project simulates the Human capital management which can be implemented across the organization specifically for the functional departments including HR, Training & recruitments.

List of features for different functional domains in the organization are as follows

**HR Data management**

HR data management mainly deals with maintaining records of all the employees working in the organization. This system usually combines many aspects of personnel management in business today.

* System provides the facility to add the records of employees and maintaining it.
* HR management integrates and captures employee profiles and maintains it.
  + /emp method=POST
* Individual employees can view and update their own profiles.
  + /emp/{id} method=GET
  + /emp/{id} method=PUT (id will ALWAYS be current employee’s)
* Employees can view other employee’s profiles.
  + /emp/{id} method=GET (user can add id other than his / her own.)
* HR representative has privilege to create new profile for the employees.
* Data for all the employees would be stored at the central location.
* HR person can update data stored in the central repository.
  + /emp/{id} (id can be anything)
* Employee profiles can be searched based on the search criteria for departments ,skill sets, emp name ,emp no.
* HR person can delete the profiles when emp leaves the organization
  + /emp/{id} method=DELETE
* Deleted profiles are maintained as a part of history data
  + /emp/{id}/archive

**Employee appraisal**

The employee appraisal system aims at gathering the data related to the appraisal process in a more accurate and timely manner.

* Employees would be able to fill up on line appraisal form.
* Employees will not be able to edit PA form, once it is submitted to the database.
* Employee appraisal form data would be submitted to the centralized database for all the employees in the organization.
* Reviewer would be able to edit the individual employee forms.
* Reviewer would be able to update the forms with necessary changes in the rating & remarks.
* Reviewer as an employee would be able to fill up the self appraisal form & submit it to the database.
* Summary reports would be generated for each department.

**Training Need Analysis**

* Identifying training needs based on the requirements raised by the different departments.
* Scheduling training for various modules considering availability of the trainer & participants.
* Conducting feedback for the training.

**Analysis for Effectiveness of Training**

* Conducting training feedback.
* Evaluation process for the participants.
* Analysis of evaluation results & feedback.
* Updating skill matrix based on the evaluation results.
* Implementing corrective actions on the training feedback.
* Scheduling reassessment for the participants.

**Training Data Maintenance**

* Maintaining data about training requirements.
* Tracking training attendance.
* Follow up for the training schedule.
* Analysis of evaluation.

Additional inputs plan for the non performing members

**Recruitments**

* Tracking the vacancies across the organization.
* Maintaining candidate profiles.
* Sorting profiles according to the skill set & experience.
* Matching the profiles with the vacancies.
* Scheduling of the selection process for the eligible candidates.
* Tracking selection process data.
* Maintaining data about the selected candidates.

**Skill Matrix Maintenance**

* Updating skill matrix for the new employees.
* Updating skill matrix based on training evaluation.
* Updating skill matrix at periodic intervals.
* Report generation based on skill matrix.
* Keeping track of skill set up gradation for individual employees.