

Chapter I: Project Charter

1.1 Project Overview/Background

Travel and Tours provide a service by managing and organizing the activities of client in exploring and travel inbound and outbound t. It is used with the transaction related in travel, tour, hotel, transportation and others activities. And it is engaged with the process of recruitment, applicant management, new hired onboard, performance management and social recognition.

Recruitment is the process of finding and posting a job opening that a possible candidate can took online timely and cost effective manner. Recruitment system could help the companies by posting their job vacancies, requirements needed for the job and attracting candidate to that job. Recruitment system provides the solutions to the company's problem about their recruitment process.

Applicant management Handle all the requirements and important details about the applicant that the company recruited. Applicant management manages applicant flow, interview, evaluating the candidates and schedules of training should be attend and the employee.

New hired onboard a new employee can have knowledge about the organization. New hired onboard system is composed of the contract signed by the employee, new hire orientation about the company, shift

and time schedule. New hired onboard system help the process of the company struggle with the on boarding process of new employees.

Performance management a system that can use to appraise, recognize and properly executed the performance of the employee morale, increase productivity of the employee of a company.

Social recognition is the process of giving appreciation to the work of employee in a company. Social recognition monitors the performance of the employee by a system that integrates to the performance management to help improve the process of giving recognition to every employee.

1.1.1 Problem/Opportunity Description

The developers found out that there a problem occurs in the existing process that the client uses to give service. Teams develop a system to have a solution to those problems listed below.

Having a poor attracting strategies in job posting and recruitment process - Creating a page in a social media which can like, share and comment to the post is one strategy uses by the company for their job posting.

Manual process of collecting data - Data is frequently incomplete and/or inaccurate.

Manual Checking of Employee's performance -

More company still uses the manual process of having an evaluation for their employee performance.

Storing of confidential documents - Every company has their confidential documents that should secure to store.

Lack of integration for the step by step process - A lack of integration and coordination leads to duplication and missed opportunity.

1.1.2 Benefits

By having a system, the company will get benefits which are the following:

Users - The End user of the proposed System is Can use easily the software because the developers is assure to the user that it have an easy understanding process.

Company - The Developers will assure to the company to make a better business process to make a better business with this proposed system, because the proposed system is updated to all needed process.

Costumers - The Customers is involved to this proposed system and developers are always concern is costumer that why we develop a system that can reach the consumer Satisfaction.

Future Researchers - Will be using this project as additional information and serve as guide on how to create or propose a new system.

1.1.3 Goals

Attractive and a user friendly interface - To create a Recruitment process that can attract to the possible candidate

Attachment of resume and short listing – Data that been save are accurately save in a database.

Transferring of data to one another – all data may send nor receive thru the system.

Data storing – System provide a security access for security.

Workflow process – Having a system that been integrated base on the data needed.

1.1.4 Stakeholders and Clients

Future Researchers - The future researcher can easily analyze what is Human Resource Management

System is all about, specially the significance of this system.

Company - Having this system makes the company's work easy and in systematic way where it helps the production to make it fast.

User - It has user-friendly User Interface (UI) that the users can easy to access and manage this system.

Developer - The developer can get more knowledge in logical thinking particularly in Database Management.

The Department - Having the system the departments will benefits in accurate processing of the system, and with this system the department will easily handle issues and concern of employees.

The Professor (Mr. Rommel Constantino) - Guiding us on how we start our Project Study what the techniques and how to address any problem.

1.2 Project Scope

Recruitment Management

- Job Posting
- Resume attachment of candidate

Applicant Management

- Short listing of resume

- Scheduling of candidates interview
- Scheduling of candidates exam
- Archiving resume of candidate
- Training of new employee

New Hired Onboard

- Deployment of new employee
- Contract signing for new employee
- Shift and Scheduling

Performance Management

- Evaluation of employee performance
- Rating

Social Recognition

- Ranking
- Awarding for employee

1.2.1 Objectives

Conduct a preliminary screening for candidates –
to have more productive recruitment process the company may conduct a preliminary screening of their candidates.

Easily create an account – for the candidate to monitor their applicant process thru online.

Security access to a system – the company made a security access by creating in the system that may use only inside the company.

Performance assessment or Appraisal – create a system that will notify the each and every employee thru their personal computer (PC) for a schedule of performance according in their job position nor department for them to prepare.

Easy navigate Functionalities – to have a system that easy to use but has a high security access.

1.2.2 Deliverables

Project Deliverables	Description
Online job posting for job vacancies	Job vacancies are posted in website of the company.
Resume attachment of the candidate	Candidate can attach their resume thru email addresses the company

Table 1.2.2.1 Deliverable: Recruitment Management

Project Deliverables	Description
Short listing of candidate resume	The process where the potential candidate are selected
Scheduling of applicant interview	Selected potential candidate are notify for his/her interview schedule
Scheduling of applicant exam	Applicant who passed from interview will schedule for his/her examination day
Archiving of applicant resume	Applicant that passed the interview and exam but refuses the offer their resume will be archive as reserved applicant.
Prepared employee for training	Employee will prepared for training before giving a date for hired , in this process it will determine if the trainee is ready nor fit to work or not.

Table 1.2.2.2 Deliverable: Applicant Management

Project Deliverables	Description
Employee that are ready for deployment	The process where approved applicant are ready for deployment as new employee of the company
Signing of contract for new employee	The company should provide a contract that will be signed by the employee
Shift and Scheduling for new employee	New employee will given their shift and schedule base on his/her position and department

Table 1.2.2.3 Deliverable: New Hired Onboard

Project Deliverables	Description
Evaluation of employee	The employee are schedule for their performance by department and position
Rating of employee base on performance	The process where employee given a rate

Table 1.2.2.4 Deliverable: Performance Management

Project Deliverables	Description
Ranking base on performance evaluation	Employee are rank base on their performance evaluation
Awarding the employee	The process where employee given award that will get in claims and reimbursement

Table 1.2.2.5 Deliverable: Social Recognition

1.2.3 Out of Scope

Contract – Contract singing for employee that requested to legal management.

List of job vacancies – List of job vacancies needs given of core human capital.

Job descriptions and Job qualification – descriptions and qualification for the vacant job.

Examination paper – compose of questions that an applicant should answer.

Training/evaluations – one of the process where the candidate may be ready for deployment or not.

Award and reward – may claim in claims and reimbursement.

1.2.4 EIS Required Functionalities

Workflow - The system has featured modules that are integrated.

Role Management - The system has features that limit the access of the user.

Personalized Screen According to Role for Users - An approach included in the developed system where users can access the system depending on their roles or job description. Users can be an administrator or user.

Frame Work - Some Sub-systems should have a framework-based using PHP, so that people specifically clients, applicant, and employee can register through online with the use of their favorite browser anytime and anywhere.

1.3 Project Plan

1.3.1 Structured Analysis

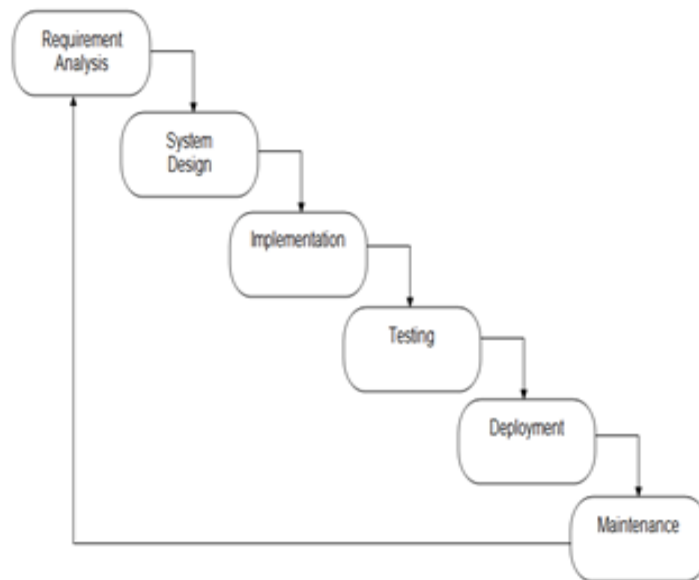


Figure 1.3.1.1 Approach and Methodology: Waterfall SDLC

1.3.1.1 Approach and Methodology

Planning phase - Gathering information is the first step to identify the problem. All of our members combine to gather information in the field assigned to each other. We also conduct a research regarding to the module assigned to us.

Analysis phrase - After gathering data and identifying the problem, Analyzing from the gathered data will be effective to make the problem solution become possible.

Design phase - For system design, make sure that the design that was being proposed is unique and understandable by the user. We use Net beans as our java Language and MYSQL as the back end of the designed system.

Implementation phase - It is the logical codes for the designed system to make system become effective and generated.

Testing and integration phase - Testing is the interaction of the user to the system. Knowing if there is a problem encountered in the system. Integration is the combination of all the planning system and design including implementation and analysis.

Maintenance phase - Responsible for any problem that is needed to fix. It is also responsible to update the system.

1.3.2 Project Timeline

Phase No.	Description	Start	End	Duration (Hours)	Status
Phase 1	Communication: Meeting with Advisor Project Managers Meeting Section Meeting	08/04/17	08/04/17	6 hours	Accomplished
Phase 2	Requirements Gathering: Company Interview Consulting with Advisor Research	08/18/17	08/25/17	6 Days	Accomplished
Phase 3	Feasibility Study: Local Research Foreign Research	09/05/17	09/08/17	3 Days	Accomplished
Phase 4	System Analysis: Brainstorming	09/22/17	09/22/17	3 Hours	Accomplished
Phase 5	Software design: Logo Designing Template Designing	11/17/17	11/23/17	6 Days	Accomplished
Phase 6	Coding: Lead Programmers Meeting	12/15/17	12/15/17	6 Hours	Accomplished
Phase 7	Testing: Hardware Testing System Testing Software Testing Server Testing	12/27/17	12/28/17	1 Day	Accomplished
Phase 8	Integration: Business Process Integration Data Normalization	1/2/17	1/23/17	150 Hours	Accomplished
Phase 9	Implementation: Mock Defense Final Defense				
Phase 10	Operation and Maintenance: Trouble shooting				

Table 1.3.2.1 Project Timeline

1.3.3 Success Criteria

Centralized Recruiting – It becomes easy to offer centralized source of learning to multiple users and the training, performance, and content can be accessed from the same source.

Quickly applicant Parse resumes– Quickly parse resumes into your system.

Normalize database – All data are easy to locate.

Monitored and manage performance – Progress on goals is monitored, and management provides coaching on performance.

Provide rewards– Provide a lot of rewards and recognition so that employees don't regard them as scarce resources that must be gained at the expense of coworkers.

Issue and Policies Implications Teamwork - Lack of teamwork when doing a task.

Financial Issue - when one of the members misses to give the collection of money for budget of this project lead to misunderstanding of team.

Time management issue - occur when team member doing another task which is not for developing this project.

Integration process – scoping sub systems features and process to integrate, becoming the proposed system.

Communication - Lack of communication issue when some of the member didn't prioritize the project.

Requirements Policy – The follow up requirements of the employee may be given before his/her deployment, or after deployment.

1.3.4 Risk Management Plan

Software Risk – to prevent of losing neither data nor the system to lag while in use, provide a software specification that higher to the recommend listed below.

Technical Risk – this risk may not be prevented but there's way to secure the data by create backups, that may use in time this risk happen.

1.3.5 Service Transition

Once the system was fully developed and testing it will automatically implement. The project team will provide technical support for the maintenance of the system. The proponents provide time for any concerns and changes of the system.

Training and Seminar management - Provide a seminar to demonstrate on how to use the system.

User manual - Give information and guidelines for the user.

Warranty - It will defined the terms and condition if the system having a problem or defects.

Maintenance - Technical support will maintain the system from some error that will happen during the deployment of system.

1.3.6 Option Analysis

Some alternatives that have connection to the suggested system and can be following to solve a problem provide a quality and good system. The suggested system depends at;

Gathered Information - All information the team gathered through interview and investigation are proceeding or put a complete and serious planning.

Interview Some Employee - The project team asked personally to those employees in the hospital to gather more information about the system.

Specialized The Information -Try all the information and fetch those compatible to the users and system.

Self-Research -The project team also did some research from different resources of their own.

Adviser Consultation - The project team asks additional information about the information.

1.4 Technical Features

In technical Features of the system we're include the following:

1.4.1 Recommended System Requirements

Hardware Specification		
Name	Specification	Description
DDR3	4GB	RAM
Radeon	2GB	Video Card
Sata HDD	500GB	HDD
Intel	Corei3-5005U	Processor

Table 1.4.1.1 Technical Features: Recommended System Requirements (Hardware)

Software Specification		
Name	Specification	Description
Windows	10, 64bit	Operating System
SQL Server	2008 R2	Database
Netbeans	8.0.2	IDE
JReports	Jasper Reports 5.0	Printing Reports

Table 1.4.1.2 Technical Features: Recommended System Requirements (Software)

Network Specification		
Name	Version	Description
Web site		Domain
UTP Cable		Router with WAN
Modem		Internet Provider

Table 1.4.1.3 Technical Features: Recommended System Requirements (Network)

Hardware		
Name	Specification	Description
DDR3	2GB	RAM
Radeon	512MB	Video Card
Sata HDD	160GB-320GB	HDD
Intel	Core2Dou	Processor

Table 1.4.2.1 Technical Features: Minimum System Requirements (Hardware)

1.4.2 Minimum System Requirements

Software Specification		
Name	Specification	Description
Windows	7, 32/64bit	Operating System
SQL Server	2008 R2	Database
Net beans	8.0.2	IDE
IReports	Jasper Reports 5.0	Printing Reports

Table 1.4.2.2 Technical Features: Minimum System Requirements (Software)

Software Specification		
Name	Specification	Description
Windows	7, 32/64bit	Operating System
SQL Server	2008 R2	Database
Net beans	8.0.2	IDE
IRports	Jasper Reports 5.0	Printing Reports

Table 1.4.2.2 Technical Features: Minimum System Requirements (Software)

1.5 Project Organization and Staffing

Role	Name	Responsibility
Project Manager	Kenneth R. Verona	Project Manager Responsible to manage the team to have a team work.
Lead Programmer	Jayson F. Claveria	Lead Programmer is responsible in creating the logical and codes of the system.
Document Specialist	Lyka Mai A. Omega	Person who responsible in documentation and also translate the business and system process as a record of the project.
Business Analyst	Ma. Nessa Kriza Mae P. Tambot	Person that responsible in communicating to the client and analyze the business process to proceed the flow of project management plan.
System Analyst	John Joshua A. Diente	Person who responsible in analyzing of system process that need to

Table 1.5.1: Project organization and staffing

1.6 Project Budget

BUDGET ITEM	DESCRIPTION	BUDGET COST
ONE-TIME COST		
Human Resources	Project Study 1	5, 000 pesos
	Project Study 2	5,000 pesos
	Project Manager	35, 000 pesos
	Business Analyst	30, 000 pesos
	System Analyst	20, 000 pesos
	Document Analyst	15, 000 pesos
	Lead Programmer	35, 000 pesos
Hardware	System Sever	40, 000 pesos
Software	Applications	15, 000 pesos
TOTAL ONE-TIME COSTS		195,000 pesos
ONGOING COST		
Miscellaneous	Printing of Documents and other needs.	50,000 pesos
TOTAL ONGOING COST		50,000 pesos

Table 1.6.1 Project Budget (Onetime and Ongoing Cost)

Chapter 2 Review of Related Studies

2.1 Local Studies

2.1.1 Competency-Based Recruitment Guidebook, Civil Service Commission, March 2014

Introduction

The study is all about the process of civil service commission recruitment process by listing down the step by step procedure with a guide line which includes the form that the applicant should fill up.

The study provided a sample form that a recruitment process should have for the use of their preferred user.

Objective

The objective is to give an easy way of recruiting an applicant by providing guidebook to the user.

Scope

- Develop a competency frame work
- Prepare assessment plan
- Create assessment group
- Identify sources of talents
- Published/ advertise vacancies

- Screen/shortlist candidates
- Conduct evaluative assessment
- Conduct contingent assessment
- Decide on who to appoint
- Onboarding

2.1.2 Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police, Mayra MadriaTulauan, September 2014

Introduction

The study focuses to the problem occurred in the process of recruitment and selection policy in the Philippine Police. This study gives some recommendation and process that can solve the problem.

Objective

The objective of the study is to improve the process from the present problem occurred.

Scope

- Recruitment quota
- Job vacancies
- Evaluation of the performance

2.1.3 New hiring, Around the World and Back Again: Sourcing Services © 2013, HfS Research, Ltd

Introduction

HfS's groundbreaking study surveyed and interviewed operations executives (termed "enterprise buyers") who make or influence their companies' business operations and outsourcing decisions in addition to leading executives from the suppliers of outsourcing services who invest in locations around the world. With data from more than 235 enterprise buyer respondents and 270 outsourcing supplier respondents, the industry now has real data on the state of play when it comes to sourcing jobs onshore.

Objective

The objective of the study is to provide an accurate and ideal measurement on how to manage newly hired workers efficiently.

Scope

- Employee Management
- Employee Data Management

2.1.4 Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines ©Manila Recruitment Limited 2017

Introduction

Ever had too much buzz about how online connectivity to the applicants is changing the way things are done. People are glued to their device day in and day out apparently internet use has caught on in job search and hiring too. Internet Applicant finding, due to its versatility , convenience, and affordability is now big thing among job seekers and recruiters.

Objective

The purpose of this article is how to be recognized as the leading applicant recruitment firm in the Philippines for head hunting, executive search, Expert, Technical and IT Recruitment and to give an important method and tips to the future researchers.

Scope

- Online Candidates Hunting
- Service Management
- Well-Rounded Recruiting

2.1.5 Applicant Management, Manila recruitment: A Recruiter's Guide On Recruiting Strategies And Tools ©Manila Recruitment Limited 2017 Barefoot Asia Inc.

Introduction

Make it easy for candidates to notice and engage with your brand by having a user friendly website its kind of website that is easy for candidates to reach out and navigate the job section should be largely visible to attract candidates, have a dedicated section that includes details about your company, job opening, including the benefits and compensations.

Objective

The purpose of the article is to develop, implement A strategic plan on making a well-working Applicant Management to make the system more reliable and convenient.

Scope

- Friendly User Interface
- Update Candidate Contact Information
- Schedule of Appointment And Interview
- Enhances Recruitment Processes

2.1.6 Applicant Management, Manila recruitment: Headhunting of potential candidates ©Ron cullimore, Head of client Services 2012

Introduction

Development, off shoring and recruitment strategy for start ups, corporations and multinationals, Ron was previously a management professional at Optus a large Singaporean and Australian telco. Where he was involved in managing and recruiting local talents for their operations in the Philippines eventually Ron relocated Full-time from Australia to Manila and he joined the executive search and headhunting specialists in manila recruitment.

Objective

The objective is to give an specific information on how to effectively gets an potential candidates step by step with the help of the specialists in able to make an organizations run properly.

Scope

- Applicant Service
- Well-rounded recruitment
- Mobile application

- Candidate Evaluation

2.1.7 New hired, Accenture's BPO Story Copyright © 2012

Accenture All rights reserved.

Introduction

Accenture's transformational outsourcing services include creating alignment between clients' business processes and their overall corporate performance, creating greater synergy between corporate strategy and execution. There's no denying what the value of Business Process Outsourcing (BPO) can do for business. But what's as important as making the decision to use BPO is choosing which partner to collaborate with.

Objective

The objective of the article is to provide a timely and easier technique on how to manage a newly hired worker properly.

Scope

- Business Strategy
- delivered high performance workers
- outsourcing services
- Functional Capabilities

2.1.8 New hired, On Boarding Employees Copyright Profile Asia Pacific ©2017

Introduction

Effective employee on boarding has a positive domino effects it ensures that newly hires feels welcome and prepared in their new positions, in turn in giving them the confidence and resources to make an impact within the organization and ultimately allowing the company to continue carrying out on its mission.

Objective

To allow company easily manage the newly hired candidates and gives an idea on how to properly treat employees right to make them feel welcome and supported for company's overall tasks.

Scope

- Reduce time to fill productivity
- Improved productivity
- Boost workforce engagement

2.1.9 New hired, AROUND THE WORLD AND BACK AGAIN

Copyright ©June 2013

Introduction

Study surveyed and interviewed operations executives who make or influence their companies' business operations and outsourcing decisions in addition to leading executives from the suppliers of outsourcing services who invest in locations around the world. With data from more than 235 enterprise buyer respondents and 270 outsourcing supplier respondents, the industry now has real data on the state of play when it comes to sourcing jobs onshore.

Objective

The objective of the article is to persuade the researchers on how to properly and efficiently source the Interests individuals ascertain how real the prospect of the U.S. being a major competitive sourcing location is becoming.

Scope

- Data sourcing
- Combining Capability
- Applications maintenance
- Network/server management
- help guide

2.1.10 Performance Management and Compensation as Drivers of

Organization Competitiveness: The Philippine Perspective

Pamela F. Resurreccion Faculty, Department of Marketing Mindanao State University – Iligan Institute of Technology Iligan City, Philippines PhD Student, College of Business De La Salle University Manila, Philippines

Introduction

With the influx of foreign multi-national companies in the Philippines and the inevitably increasing competition as a result of globalization, Filipino-owned small and medium enterprises are confronted with the challenge of changing paradigms of bureaucracy, centralization, stability, static and rigid policies and procedures, and sheer complacency with traditional practices. The study was conducted to determine the extent of implementation of select performance management and compensation practices in Filipino-owned SMEs and its underlying relationships with organizational competitiveness.

Objective

The objective of the study is to manage a highly increasing competitiveness between employees. And also to give a right attention on every aspects and decision on

how to goodly manage performance ranking among employees.

Scope

- Organizational Competitiveness
- compensation; employee benefits
- ability to maintain and gain market share
- Flexible Benefits
- Convenience

2.1.11 Measuring Performance in the Public Sector: Philippine

Experience Magdalena L Mendoza Senior Vice-President,
Programs Development Academy of the Philippines ©August
2016

Introduction

Emphasizing quality over quantity and focusing on the impact of the service, Cascading of performance targets to delivery units to understanding roles and strategy posting of agency performance scorecards for accountability and transparency linking the bonus to agency and individual performance to fostering teamwork and meritocracy

Objective

Establish a unified Results-Based Performance Management System to integrate the efforts of government agencies relative to the National Leadership's Agenda

Scope

- Better understanding
- High compliance
- measurable standards
- Group eligibility
- Security level

2.1.12 the employee's perception of the performance appraisal system of the local government of Iloilo city, Philippines
Copyright CAPADOSA, PHILLIP BERNARD ©September 2013

Introduction

Performance Evaluation System (PES) was introduced to the different agencies in the public sector of the Philippines which includes the local government units (LGUs) such as provinces, cities, and municipalities. The city government of Iloilo utilized the Performance Evaluation System introduced by the Civil Service Commission of the Philippines in evaluating its employees. The city of Iloilo is

one of the fast developing cities in the Philippines both economically and politically.

Objective

The objective of the study is to give an perfect example on sector, responsive, adequate, courteous, and efficient service to the public is expected to be the goal of every agency To achieve this goal, the agency in charge of the human resource in the government should focus on its greatest resource of all – its employees.

Scope

- Performance Evaluation
- efficient service
- various results generation
- Highly Responsive
- effective performance appraisal

2.1.13 Employee recognition report, culture as a competitive differentiator Copyright SHRM Globe force Survey ©2015

Introduction

Employee engagement is, for the third survey in a row, near the top of the list for HR challenges. However, in this year's survey there was an 8 percentage point drop from our last survey (in 2015, 47 percent of respondents chose engagement as a top concern, versus 39 percent in 2013.)

This may be due to incremental growth in overall U.S. employee engagement (as reported most recently by Gallup.) Or— perhaps more likely—it is reflective of the greater availability of resources and tools, such as pulse surveys and recognition programs, to help HR practitioners more effectively measure and proactively manage engagement levels.

Objective

The Objective of the survey is to conduct an annual survey in collaboration with the Society for Human Resource Management to elicit trends and insight from HR leaders and practitioners about their top workforce challenges and strategies to help address them.

Scope

- Service milestone program
- Values-based recognition
- Succession planning
- Employee engagement
- Employee recognition service

2.1.14 Social Recognition, job satisfaction and performance level of employees of ajinomo to philippines corporation lucena branch Copyrights Angeles, Vhona-Nanette P., Saludo, AimerenKrystelle M., Virtus, Ludy Mae R. and Win Maw Tun© Laguna business and Accountancy Journal September 2015

Introduction

Employee satisfaction is a valuable factor to the success of any business. One way to determine whether employees are happy and contented in fulfilling their work is through employee job satisfaction measurement. If the performance matches the expectations and the employee is contented to what he/she receives, he/she is satisfied, and if there is no intrinsic motivation, the employee is dissatisfied. A high satisfaction implies improvement in effectiveness and performance doing work or service.

Objective

This study was conducted to delve and comprehend information that can help both the employees and company regarding the level and significance of performance and job satisfaction to their work and working area.

Scope

- Satisfaction Improvement
- Compensation systems
- Continuous communication
- Opportunity development
- Increasing responsibility levels

2.1.15 Social Recognition, An Assessment of the Philippine Overseas Employment Administration's (POEA) Agency Performance Awards Copyright International Labor Organization ©ILO country Office of the Philippines 2014

Introduction

Recent discussions on the governance of labor migration have increasingly engaged private recruitment agencies and their role in the migration process, particularly in the promotion and protection of the rights of migrant workers. The Philippines, with its well-established institutional and legal framework, is an active participant in these conversations. The experience of the Philippine Employment Administration in developing various approaches in the regulation of private recruitment agencies is part of the good practices recognized by the international community. The introduction of the Agency Performance Awards in 1984 is an example of a positive

approach to balance the restrictive and punitive aspects of regulation.

Objective

This research report is part of the International Labor Organization's (ILOs) Promoting Decent Work Across Borders: A Pilot Project for Migrant Health Professionals and Skilled Workers. The primary aim of the study is to assess the objectives and design of Agency Performance Awards, its implementation, and its contributions.

Scope

- Awarding system
- Eligibility criteria
- Top Performer Award
- Technical capability
- Human resource development

2.2 Foreign Studies

2.2.1 Global Journal of Human Resource Management, the Impact of Recruitment and Selection Criteria on Organizational Performance, ISSN 2053-5686(Print) 2053-5694(Online), European Centre for Research Training and Development UK, March 2015

Introduction

The study is about how the company(s) approached their candidate thru the process of their recruitment. Therefore, this study sets to examine the effect of recruitment and selection criteria. Recruitment and selection criteria have significant effect on organization's performance. The objective of recruitment is to have selection criteria, the better the organization's performance.

Objective

The objective is to create a recruitment process productive to help in both applicant and the company.

Scope

- Attracting suitably qualified for job vacancies
- Generating a pool of qualified applicants
- Selection criteria

- Sourcing candidates by advertising or other methods
- Screening potential candidates using tests and interviews

2.2.2 Chapter 5: Recruitment and Selection, Malcolm Martin, Fiona Whiting and Tricia Jackson, © CIPD 2010

Introduction

This study proposes a recruitment process that is flexible to the demand need by the people base to their observation they include the problem that they encounter thru their observation.

Objective

The objective of this study is to have a recruitment process that supply the demand of the people, which can solve the problem to the process of recruiting.

Scope

- Research
- Job Descriptions
- Person Specifications.
- Attracting Applicants
- Job Centre

- Advertising
- Job Title

2.2.3 Recruitment and Selection: Hiring the Right Person, Myrna Gusdorf, MBA, SPHR, © 2008 Society for Human Resource Managements.

Introduction

The study is about when HR planning indicates the need for additional labor; organizations have a number of choices to make. This may be the first step in a full-scale recruitment and selection process. But the study show sometimes hiring additional employees is not the best method to obtain additional labor. It may be appropriate for an organization to consider alternatives to recruiting, such as outsourcing or contingent labor, instead of hiring regular employees.

Objective

The objective of study is to have a recruitment process not just needed by the company but also for recruiting process to hire the right candidate.

Scope

- Job Posting
- Employee Referrals

- Screening Interview
- Candidates Interview
- Team or Individual Interview
- Background Verification and References Check
- Job Offer Making

2.2.4 Applicant Tracking System: A Data-driven guide to making the right choice, Clear Company, November 2016

Introduction

This Study Sponsor by talent management software provider clear company conducted a survey in partnership with HR.com to get a sense of HR and recruiting professionals' experiences selecting and using Applicant Tracking Systems (442 total responses).The study show how the user react while using this process by a system.

Objective

The objective is to have a system that is easy to use for the users and also to provide an organized data collecting.

Scope

- Candidate's data are organized
- Easy to use

- Good reporting/ analytics

2.2.5 University/College Applicant Study 2015 UCAS™, Copyright

©2016 Academica Group Inc.

Introduction

The study includes the measurement of demographic profile of college applicants, academic profile of college applicants, academic choices & delivery preferences, key decision factors in choosing first- choice institution, Use of marketing materials, Influence of marketing efforts, Technology ownership and Funding. The said measurements are the aspect use to this study

Objective

The Purpose of the article is to give an idea on how to make the applicant process more accurate and reliable to both user and company.

Scope

- Applicant Finding Strategy
- Advanced System Technology
- Key Decision Factors

2.2.6 Applicant Management Hiring Process and Applicant Tracking

System ©Community Resource For Justice Aug ©2012

Introduction

The purpose of this study is to set a standard process and optimize hiring processes to make a service more efficient and effective for a longer run. And also, to ensure the communication within the costumer and user is properly organized.

Objective

To give an example to the user and researchers for a better working services transition. To provide an efficient and a excellent management.

Scope

- Login
- Dashboard
- Applicant processes
- Posting
- Approval Process
- Screening Procedure
- Selection Procedure

**2.2.7 Onboarding: A New New-Hire, Jeromey Boettcher, May
©2009**

Introduction

The purpose of the study was to evaluate the new hire process. Their onboarding process was developed based on the feedback from current and new employees. The results from this study help to have me an idea to our propose project (New hired onboard).

Objective

By this project the author create an idea to the read an idea of what a new hire process is

Scope

- Data Collection
- Data Analysis

**2.2.8 Onboarding New Employees: Maximizing Success, Talya N.
Bauer, SHRM Foundation, ©2010**

Introduction

The study focuses to the (1) Informal onboarding that refers to the process by which an employee learns about his or her new job without an explicit organizational plan and (2)

formal onboarding refers to a written set of coordinated policies and procedures that assist an employee in adjusting to his or her new job in terms of both tasks and socialization.

This study also concludes the Four C's the building blocks of successful onboarding (Compliance, Clarification, Culture, and Connection). Their research shows that organizations that engage in formal onboarding by implementing step-by-step programs for new employees to teach them what their roles are, what the norms of the company are and how they are to behave are more effective than those that do not.

Objective

The main objective of this study is to create a new hire onboard more knowledgeable when comes to a step by step process thru the help of four C's (Compliance, Clarification, Culture, Connection).

Scope

- Realistic Job Previews
- Orientations
- Support Tools and Processes
- Coaching and Support
- Training

2.2.9 New Hiring Process, ULTIMUS accelerate performance

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Introduction

Many companies to date still have their new hire process document or paper-based and are finding that it takes unnecessary amounts of time and resources to complete this simple process when needed. For larger companies, this process can take many weeks for Human Resources (HR) to fill open positions.

Objective

The Ultimus New Hire process ensures that complete and correct new hire data is submitted and stored properly. In addition, HR departments have increased time to perform a more thorough analysis of potential hires rather than chasing down paperwork. This helps improve the overall quality of personnel being hired and ensures they are compensated on a more level playing field.

Scope

- Enhanced Visibility
- automated tracking
- Automating the new hire processes

- greater accuracy and control in collecting new hire data

2.2.10 Performance Management Literature Review, Catherine Chubb, Peter Reilly, Duncan Brown, IES project code: 99993-2281, Institute for Employment Studies, Copyright © 2011

Introduction

This paper reviews the literature on performance management and appraisals to see where there may be useful learning for organizations. It also provides important criteria on which to judge the effectiveness of the implementation of a performance management system.

Objective

The Objective is to have a bases of those important criteria on which to have a effective implementation of a performance management system which can be use in creating the EIS.

Scope

- Performance Appraisal for Salary Administration
- Promotion Decisions

- Recognition of Individual Performance
- Identification of Poor Performance
- Identification of Individual Training Needs
- Identification of Individual Strengths and Weaknesses

2.2.11 Performance Management, Performance Management System on Employee performance Analysis with Copyright of Zhangyingying © WERS 2012

Introduction

The aim is to define performance management, employee performance and employee measurements and to also analyze the relation between performance management system with employee performance the 2012 WERS data was analyzed in order to test the impact of performance management system on employee performance.

Objective

The study of performance management has been popular within human resource management study. I attempt to define performance, as deploying and managing the components of the causal model that lead to the timely attainment of stated objectives within constraints specific to the firm and to the situation.

Scope

- Accurate performance rating
- Accurate data evaluating
- Reliable Database

2.2.12 Performance Management, The Concept, Copyright Malcolm Baldrige National Quality ©Malcolm 2011

Introduction

Malcolm Baldrige One popular form of benchmarking combining nicely with public relations is to compete for awards that focus on product or service quality. The most significant of such awards in the United States is the Malcolm Baldrige National Quality Award. The seven categories are based on a set of core values and concepts, including the importance of customer-driven quality, leadership, continuous improvement and learning, employee participation and development, fast response, design quality and prevention, long-range view of the future, management by fact or data, partnership development, company responsibility and citizenship, and results focus.

Objective

The purpose of the study is to understand the achievement of the organization in relation with its set goals. It includes outcomes achieved, or accomplished through contribution of individuals or teams to the organization's strategic goals.

Scope

- Feedback on Performance
- Capacities and Resources
- Functional Integration
- Accurate Evaluating

2.2.13 Social Recognition and employees' Organizational Support,
Tómas Bjarnason, ISBN: 978-91-975405-2-0, ISSN: 1650-
4313, The Department of Sociology Göteborg University,
Copyright ©2009

Introduction

The study is all about the different way on how the company processes their employee for social recognition and how it will affect to the employee and the company. Study also talked the rules and policy(s) on how the proper way that an employee should rate his/her recognition and

the different award that should be given to the employee base of his/her recognition. It also explained why social recognition is important and how will support both the company and the employee.

Objective

The objective of this study is to differentiate the important of social recognition and the kinds of award should be given according to the recognition of the employee regarding the rules and policy of the company.

Scope

- Proper way of recognition
- Rules and Policy Management
- Awarding of Employee

2.2.14 Does Social Recognition Impact Job satisfaction of Academic Faculty Members of State Universities in Sri Lanka, International Journal of Recent Advances in Organizational Behavior and Decision Sciences (IJRAOB) An Online International Research Journal, ISSN: 2311-3197, 2015 Vol: 1 Issue 4

Introduction

The study shows those different ways on how to gather data to have the result for social recognition. This study give example like giving a questionnaire to the employee which answerable by 5 is the highest and 1 is the lowest rate base on the questions given. It also concludes the different between job satisfaction and social recognition.

Objective

This study gives an objective that will be used in many companies to improve their process of gather data for their social recognition.

Scope

- Collect data using a structured questionnaire
- Job satisfaction results from the employees'

2.2.15 Social Recognition, Employee Recognition and Performance

hristianeBradler, Robert Dur, Susanne Neckermann ,Arjan
Non Preliminary draft, October 2011

Introduction

Recognition for a job well done is commonly considered as an important management tool for motivating employees. Existing empirical studies show strong positive

correlations between the provision of recognition and employee performance, but often fail to establish causality. In contrast, scarce recognition that is only provided to the best performers in a group raises subsequent performance substantially. Remarkably, workers who did not receive recognition are responsible for this performance increase.

Objective

The objective of the study is to provide an accurate basis on how to recognize employee by its overall performances. Reward has positive effects on both recipients as well as non-recipients interestingly; the effect is larger for non-recipients than for recipients and larger when there are relatively many rewards.

Scope

- Accurate Employee recognition
- Rewarding Basis
- Easier performance rating

2.3 Matrix Comparative Analysis

2.3.1 Local Studies

Feature of System	Competency-Based Recruitment Guidebook	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	New hiring	Manila Recruitment Establishing Applicant teams	A Recruiter's Guide On Recruiting Strategies	Headhunting of potential candidates	New hired, Accenture's BPO Story	On Boarding Employees Copyright Profile Asia Pacific	SOURCING SERVICES	Performance Management and Compensation	Measuring Performance in the Public	The employees perception of the performance appraisal system	Employee recognition report, culture as a competitive differentiator	Social Recognition, JOB SATISFACTION AND PERFORMANCE LEVEL	Social Recognition, An Assessment of the Philippine Overseas Employment
Log in															
Job Posting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>												
Job Vacancies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													
Search criteria			<input checked="" type="checkbox"/>												
Resume Attachment			<input checked="" type="checkbox"/>												
Short listing of potential candidate					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
Archiving				<input checked="" type="checkbox"/>											
Schedule of interview				<input checked="" type="checkbox"/>											
Create offer				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									
Deployment							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

Contract signing							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Create request															
Evaluation										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Create performance										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Rating										<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Create recognition													<input checked="" type="checkbox"/>		
Ranking													<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Generate report													<input checked="" type="checkbox"/>		

Table 2.3.1.1 Matrix (Local Studies)

Conclusion

From gathering information, ideas, tips, suggestions, studies, articles, researches and guides above definitely helps the team to choose and make a good mechanics on what should we do to make the under develop system more precise ,better and properly managed, and the gathered information above has a big impact on our system because those are the existing and must followed procedures and steps in order to avoid failure and redundancy.

2.3.2 Foreign Matrix

Feature of System	Global Journal of Human Resource Management	Chapter 5: Recruitment and Selection	Recruitment and Selection: Hiring the Right Person	Applicant Tracking System: A Data-driven guide to making the right choice	College Applicant Study 2015 UCAS	Applicant Management Hiring Process	Onboarding: A New New-Hire	Onboarding New Employees: Maximizing Success	On Boarding: ULTIMUS accelerate performance	Performance Management Literature Review	Employee performance Analysis	Performance Management, The Concept	Social Recognition and employees' Organizational Support	Does Social Recognition Impact Job satisfaction of Academic Faculty Members of State Universities in Sri Lanka	Employee Recognition and Performance
Log in															
Job Posting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Job Vacancies		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Search criteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Resume Attachment		<input checked="" type="checkbox"/>													
Short listing of potential candidate		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>											
Archiving				<input checked="" type="checkbox"/>											
Schedule of interview		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												
Create offer			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
Deployment							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

Contract signing															
Create request								<input checked="" type="checkbox"/>							
Evaluation										<input checked="" type="checkbox"/>					
Create performance										<input checked="" type="checkbox"/>					
Rating										<input checked="" type="checkbox"/>					
Create recognition														<input checked="" type="checkbox"/>	
Ranking														<input checked="" type="checkbox"/>	
Generate report		<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>							

Table 2.3.2.1 Matrix: Foreign Studies

Conclusion

The said Studies, Article and Researches above was fully helps us as a developer to have a better understanding on what we are going to develop. And it's also gives as ideas in order to properly create a concrete, reliable and properly working system ideas with its limitations and services that will lead for a better and improved processes, accurate information and better System management.

2.4 Synthesis

Foreign and Local studies, articles ,guides and tips has a definite similarities, those similarities will going to be a big help for us a Developer .Those combined ideas and researches became a knowledge because we had been created a better and proper techniques on how to create a system that is more efficient and reliable. It's also became an accurate must follow procedures. Why? Because the current and existing ideas and problems are all indicated to those gathered information. we, As a developer, the best way for us to improve and lessen the problem is to first know what is the problem, what are the rooms for improvement that needs a proper care and attentions. Based on our foreign researches the knowledge between the processes and implementations was became a Centre of all ideas and preferences because it's boundless which means it's the standardized procedures that most agencies and company around the globe had followed , following, the satisfactions is in there that's just need to make better and better. But we're on the local state not all of the information gathered internationally may apply in the local. Therefore local study is also very important aspect to make sure that the processes and procedure that have gathered around the globe will go to be relevant for every-user. Because as

a developer we must followed and obey the policy and law of Government.

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CHAPTER 3 - EIS Project Management and Development

A. PROJECT MANAGEMENT PLAN

3.1 Introduction

The project manager creates the project management plan following inputs from the project team and the key stakeholders. A project management plan is a formal, approved document that defines how the project is executed, monitored, and controlled. It may be a summary or a detailed document and may include baselines, subsidiary management plans, and other planning documents. This document is used to define the approach project team takes to deliver the intended project management scope of the project.

3.2 Project Management Approach

The most important resource to a project is its people the project team. Projects require specific expertise at specific moments in the schedule, depending on the milestones being delivered, or the given phase of the project. An organization can host several strategic projects concurrently over the course of a budget year, which means that its employees can be working on more than one project at a time. Alternatively, an employee may be seconded away from his/her role within an organization to become part of a project team because s/he

has a particular expertise. Moreover, projects often require talent and resources that can only be acquired via contract work and third party vendors. Procuring and coordinating these human resources, in tandem with managing the time aspect of the project, is critical to overall its overall success.

The approach of Human resources management includes functional activities such as manpower planning, recruitment, job analysis, job evaluation, payroll administration, performance appraisals, labor law compliance, training administration, and related tasks. Human resources management includes all these activities plus organizational developmental activities such as leadership, motivation, developing organizational culture, communication of shared values, and so forth.

Recruitment Management now that we have discussed development of the job analysis, job description, and job specifications, and you are aware of the laws relating to recruitment, it is time to start recruiting. It is important to mention, though, that a recruitment plan should be in place. This plan can be informal, but you should outline where you plan to recruit and your expected time lines. For example, if one of your methods is to submit an ad to a trade publication website, you should know their deadlines. Also of consideration

is to ensure you are recruiting from a variety of sources to ensure diversity. Lastly, consider the economic situation of the country. With high unemployment, you may receive hundreds of applications for one job. In an up economy, you may not receive many applications and should consider using a variety of sources.

Applicant Management adherence to such methods for managing human Resources, physical and time resources has increased the effectiveness and efficiency of managing the uncertainties which are characteristic of the development of projects and tracking who has a completed segments of training assessment just as important as the quality of training delivery undergoing by Training Management. The approach to project management has been deliberately mechanistic, based on the assumption that if target dates and target candidates are achieved, then all is well. The productivity of humans has been implicitly assumed to be at a historically established level.

New Hire Onboard that's the promise of a growing trend in human-resources management called onboarding; its advocates describe it as a comprehensive approach to bringing on new hires that goes beyond simple orientation. Onboarding plans are intended to make new employees familiar with the overall goals of a company and support them as they embark

on early projects all in an effort to achieve the perception of success (and productivity) quickly. The ultimate payoff is to reduce turnover and encourage workers to stay with an organization for a longer tenure.

Performance Management the human resource traditional approach aims at motivating the workforce through direct methods such as pay, incentives, rewards, job simplification, and the like to drive performance. This approach works on the premise that improved job satisfaction leads to improved performance, and does not consider the modern motivational approaches such as challenging work or application of creativity.

Social Recognition tools enable managers to retain talented workforce because their efforts are recognized. In turn, it increases employee engagement and the result of it leads to better innovation in the work place. It doesn't stop there; these tools also encourage peer-peer recognition that improves overall productivity.

3.3 Project Scope Statement

Recruitment Management

- Job posting helps company to get in touch to the applicants via internet so the applicants may easily find the jobs, inquire for requirements and qualification for the vacancy made by the recruitment team.
- Resume attachment is the process of giving the required requirements to a company through internet
- Transferring of files to Applicant Management to let the applicant management team manage the files that is being gathered.

Applicant Management

- Short listing of potential candidate helps the company to easily sort the qualified candidates to lessen the process and increase productivity.
- Resume management is process of managing all of the incoming files or data that is being delivered by the recruitment team.
- Scheduling of interview given by the applicant team to consider whether the candidate(s) are fully compatible and completely able to handle the job, there are 2 kinds of interview which initial and final, but before the

process of final interview the applicant team will going to give an exams to the candidates to determine if the candidate is qualified for final interview, initial interview is all about common information such as what salary applicants wants etc. second is final interview this interview is all about determining what salary, what schedule what benefits the applicants will receive and get etc.

- Archiving is the process of sorting of the qualified and interviewed applicants so that if the company is needing someone for the specific job archiving applicant's information and resume is a must to easily find a possible candidate for the specific jobs.
- Creating an offer to the applicant such as salary, incentives and benefits.
- Applicant accepted the offer the schedule is given, salary, benefits etc.
- Train and organizes the training curriculums, schedules, training delivery, grading, and training history and provides the approving trainees, viewing for the completion of date. Tracks each employee's training records, display the currently due for training,

who has completed during a certain month and have been completed.

New Hired Onboard

- Following up the requirements of new hired employee such as memorandum of agreements and other company's needed requirements document.
- Employee's contract is the agreement about overall employee's job description and agreements.
- Deployment of location and schedule of the employee so that the job assignment is properly manage and properly scheduled. In order to avoid the unwanted redundancies such as working failure.
- Orientating the employees so that the employee is knowledgeable about the company's privacy and limitation, do is and don'ts etc.

Performance Management

- Assessment Planning is a process of assessing all of the needed employee's information by schedule to make the information more accurate ,easily and reliable

The schedule will be monthly, quarterly and annually.

- Performance reviewing of employee is the process after planning an assessment to make the gathered information more accurate and to make the information more reliable.
- Evaluating the information of the employee that is being collected to make it more easy to rate.
- Performance appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development.
- Rating is the last step of managing employee's performances, rating is needed to make it know whether the performance of employees is getting better or not.

Social recognition

- Recognition is collecting of the rated employee's information prepared by the performance management.
- Reviewing of previous achievements to easily determine whether the employee's performance rating is getting higher, lower or stable. This could also use to reward the employee base on its rating.

- Ranking is basically the process after reviewing of overall information such as employee's performance over the month, Quarter and annual. Ranking employee is needed to easily make a decision about rewarding an employee and to also motivate them to be more active and productive.

3.3.1 Project Purpose and Justification

The purpose of the project is to develop and provide an accurate, easier, faster and friendly-user the users will be able to do specific tasks and requirements more timely and precisely. In order to provide a well-working system the development team assured that the gathered and collected information and data is relevant to what the users concerns and suggestions. The plan is to target the improvement of team competencies and interaction of team members to enhance project performance throughout the project life cycle.

3.3.2 Scope Description

The Human Resources Department provides overall policy direction on human resource management administrative support functions related

to the overall management of employees. The scope of the department is to be a strategic partner by providing Human Resources programs that attract, develop, retain, and engage a skilled and diverse workforce. The vision is to be universally recognized for Human Resources excellence and as a developer.

3.3.3 High Level Requirements

The figure below shows the high level requirements for this project:

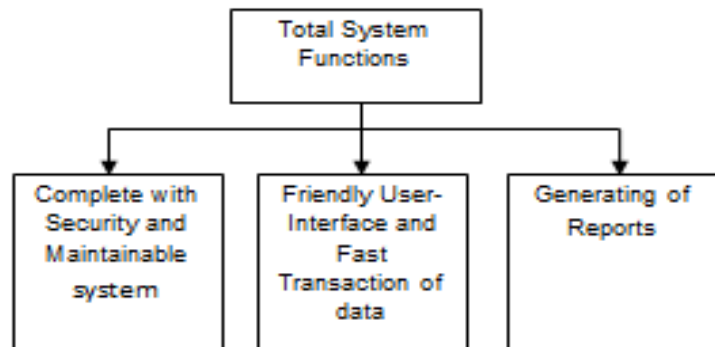


Figure 3.3.3.1 High Level Requirements

3.3.4 Boundaries

Human Resource bound to covers a wide field. It is intended to reduce errors, promote industrial peace, provide fair deal to workers and establish industrial democracy. The human resources

management is unable to make harmonious relations between other management and labor industrial unrest will take place and millions of man-days will be lost. If labor management relations are not good the moral and physical condition of the employee will suffer, and it will be a loss to an organization. Hence, the personnel manager must create harmonious relations with the help of sufficient system and manpower

3.3.5 Strategy

Planning - The planning function of human resource department pertains to the steps taken in determining in advance personnel requirements, personnel programmer, policies etc.

Organization - Under organization, the human resource manager has to organize the operative functions by designing structure of relationship among jobs, personnel and physical factors in such a way so as to have maximum contribution towards organizational objectives.

Directing - Directing is concerned with initiation of organized action and stimulating the people to work. The personnel manager directs the activities

of people of the organization to get its function performed properly.

Controlling - It provides basic data for establishing standards, makes job analysis and performance appraisal, etc. All these techniques assist in effective control of the qualities, time and efforts of workers.

3.3.6 Deliverables

Understand the strategies - Not only must employees understand the strategic direction itself, they must also comprehend the reason for the strategy, as well as the driving forces behind it. Employees are the cogs around which the gears of business turn.

Augmenting employee commitment to the strategy - Changes in strategy mean changes for people on an individual level, and individual change tends to mean frustration, disappointment, and challenge. If an employee is going to put in any extra effort toward propelling a conceived strategy to fruition, he must genuinely believe that, in the long run, the end product will be worth the

difficult sacrifices made in order to implement the strategy.

Local effort with the strategy - Though invariably all employees must be on board for understanding and committing to the strategy, this in and of itself is not enough. Implementing a strategy means legitimately changing work production. In order to achieve the business strategy, all off-strategy work must terminate and all on-strategy work must proceed with renewed urgency and dedication.

Inducing system cooperation - The final and most important step in strategy implementation is that of realigning departmental relationships within the system. Implementing strategy means carving deeper relationships between inter-dependent organizational units, such as sales and manufacturing, or customer service and distribution. This last job is as challenging as it is critical, because it demands that employees within discrete work units learn to share and interact across the traditional boundaries of their job descriptions.

3.3.7 Acceptance Criteria:

Acquire full knowledge of the application for which the system is intended.

Become fully acquainted with the application as it is currently implemented by the user's organization.

Understand the risks and benefits of the development methodology that is to be used in correcting the software system.

Fully understand the consequences of adding new functions to enhance the system.

Functionality Requirements These requirements relate to the business rules that the system must execute.

Performance Requirements These requirements relate to operational aspects, such as time or resource constraints.

Interface Quality Requirements These requirements relate to connections from one component to another component of processing

Overall Software Quality Requirements These requirements specify limits for factors or attributes

such as reliability, testability, correctness, and usability.

3.3.8 Constraints

Time Constraint - can begin as early as the project or task start date. While the goal of project management is to begin a task when ready and complete it as early as possible, a project manager may have factors that limit when the team can proceed.

Effort Constraint - The estimated tasks and activities required to manage the project and produce deliverables.

Resources Constraint - The estimated staff resources needed to complete the project, according to number, type, work hours, and skills.

Budget Constraint - Estimated cost of the project, allocated to tasks, resources and phases as needed to complete the project.

Management Process Constraint - Management standards can serve as a constraint on project performance, adding quality control overhead.

Cost Constraint - include planning and defining activities as well as rearranging activities in order

and estimate resource requirements. Preparation of a schedule to accommodate all these activities completing the project inside the allocated budget can be quite challenging for project managers.

3.3.9 Assumptions

Risk expectation- In project is very crucial with respect to human resource management. Certain issues in employee risk scheduling are loss of productivity.

Delay/Lack of resources- The estimated staff resources needs to be secure in order to finish the needs to complete the project, according to number, type, work hours, and skills.

Budget Limitations -Most deployment projects must adhere to a budget. Considering the cost of building the proposed solution and the resources required to maintain the solution over a specific lifetime.

Technical issue -In a project technical issues are unavoidable most likely if the developer and team is making a huge project.

Timeframe -Is one of the most common problem when developing a system because there is no

accuracy and assurance that those tasks will be able to finish at a given time that cause by so many issues such as disasters, delays, etc.

3.3.10 Cost Estimate

An expense that has been forecast and which pertains to a given business purpose, product or project that is on the list below:

Category	Details	Estimated Costs
Equipment's	Materials that needs to continue a project.	30,000php
Software	Software that will go to buy to start a project.	15,000php
Hardware	Hardware that will go to buy to start a project.	60,000php
Facilities	Workplace or studio to be used on work hours	20,000php
Contingency Costs(Additional expenses daily)	Continues expenses such as foods and drinks etc.	4,000 (weekly)
		Total estimated cost: 129,000php

Table 3.3.10.1: Cost Estimate

3.3.11 Cost Benefits Analysis

Brainstorm Costs and Benefits- First, take time to brainstorm all of the costs associated with the project, and make a list of these. Then, do the same for all of the benefits of the project.

Assign a Monetary Value to the Costs- include the costs of physical resources needed, as well as the cost of the human effort involved in all phases of a project. Costs are often relatively easy to estimate (compared with revenues).

Assign a Monetary Value to the Benefits - it's often very difficult to predict revenues accurately, especially for new products. Secondly, along with the financial benefits that you anticipate, there are often intangible, or soft, benefits that are important outcomes of the project.

Compare Costs and Benefits - To do this, calculate your total costs and your total benefits, and compare the two values to determine whether your benefits outweigh your

costs. At this stage it's important to consider the payback time, to find out how long it will take for you to reach the break even point – the point in time at which the benefits have just repaid the costs.

3.4 Milestone List

A milestone list is a project management document that identifies all project milestones. A milestone is a significant event or a point in a project.

Miles- tones	Description	Milestone Criteria	Date Finished
1	Planning		
	Start researching for the module and sub modules	Searching for the proposed project	August 2017
2	Analyzing		
	Start of documentation for the project	Documentation	October 2017
3	Designing		
	Start of designing the system	Coding of the system	January 2017
4	Testing and Integration		
	Testing of functionality of the system and the process of integration	Checking of any error	March 2017
5	Implementation		
	Start using the system	System is properly implemented	April 2017

Table 3.4.1: Milestone List

3.5 Work Breakdown Structure

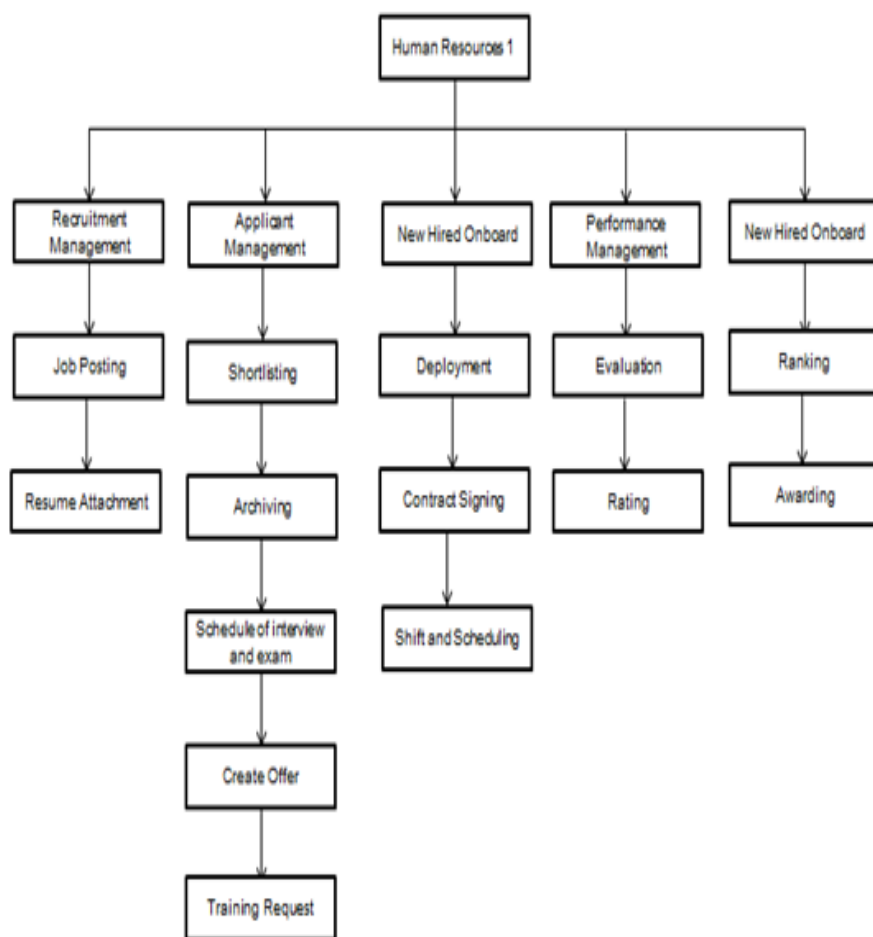


Figure 3.5.1: Work Breakdown Structure and Schedule Baseline

3.5.1 Outline View

A. Recruitment Management

- Job Posting Online
- Resume Attachment

B. Applicant Management

- Short listing of potential candidates
- Archiving of Resume
- Scheduling of Interview
- Scheduling of Exam
- Training

C. New Hire On Board

- Deployment
- Contract Signing
- Shift Scheduling

D. Performance Management

- Evaluation
- Rating

E. Social Recognition

- Ranking
- Awarding

3.5.2 Hierarchical Structure

Level	WBS Code	Element Name
1		Human Resources 1
2	A	Recruitment Management
3		Job Posting Online
3		Resume Attachment
2	B	Applicant Management
3		Short Listing of Potential Candidate
3		Archiving of Potential Candidates
3		Scheduling of Interviews
3		Scheduling of Exams
3		Training
2	C	New Hire On Board
3		Deployment
3		Contract Signing
3		Shift Scheduling
2	D	Performance Management
3		Evaluation
3		Rating
2	E	Social Recognition
3		Ranking
3		Awarding

Table 3.5.2.1: Hierarchical Structure

3.5.3 Tabular View

Level 1	Level 2	Level 3
3.5.1.1 Human Resources 1	A. Recruitment Management	Job Posting Online
		Attachment of Candidate's Resume
		Short listing of Potential Candidate's Resume
		Archiving of Resume
		Scheduling of Interview
	B. Applicant Management	Scheduling of Exam
		Training of Employee
		Deployment of Employee
		Contract Signing of Employee
		Shift and Schedule of Employee
	C. New Hire On Board	Evaluation of Employee's Performance
		Rating of Employee
	D. Performance Management	Ranking of Employee
		Awarding for Employee
	E. Social Recognition	

Table 3.5.3.1 Tabular View

3.5.4 Tree Structure View

The scope of the sub module shows in the figure below:

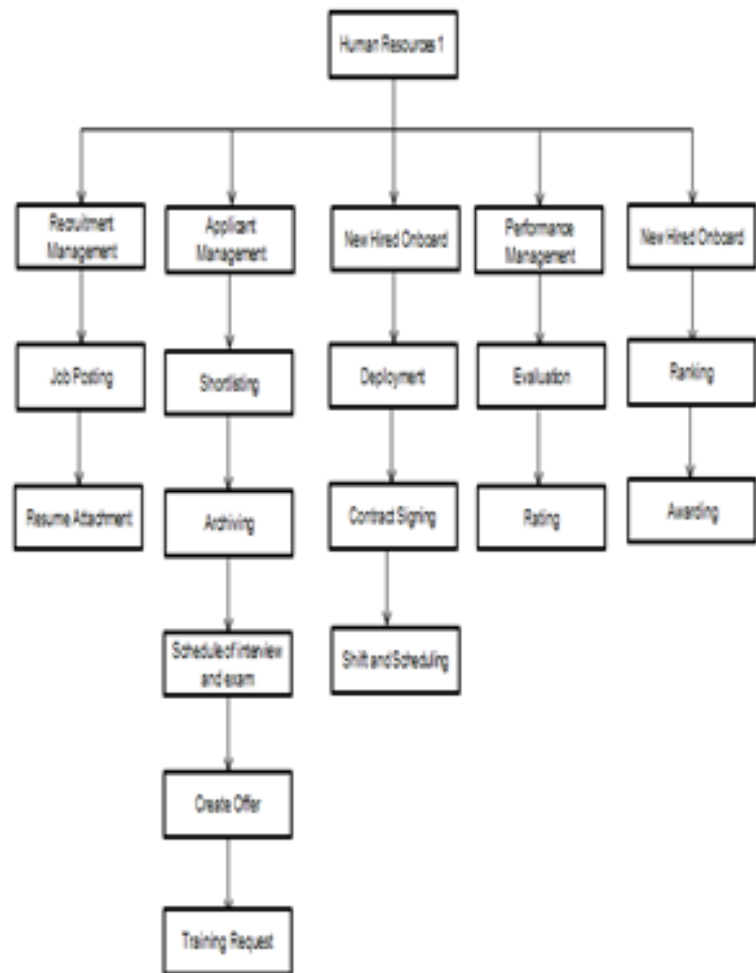


Figure 3.5.4.1 Tree Structure View

3.5.5 WBS Dictionary

Level	WBS Code	Element Name	Definition
1	3.5.5.1	Human Resources 1	Recruiting, Hiring, Scheduling, Rating, Ranking, Awarding of Employees.
2	A	Recruitment Management	Job Posting and Managing of Candidate's Resume.
3		Job Posting	Posting of Available Job Position of the Company.
3		Resume Attachment	Managing of All Resume that is being submitted by the Applicants.
2	B	Applicant Management	Managing of Qualified Candidates, Archiving and Scheduling.
3		Short Listing	Short Listing of Potential Candidate's Resume.
3		Archiving	Archiving of Qualified Resume.
3		Scheduling	Scheduling of Interviews and Exam.
3		Training	Training for Applicant Candidate.
2	C	New Hire on Board	Managing of Newly Hired Employee.
3		Deployment	Deployment of Employee's Assignment.
3		Contract Signing	Signing of Contracts within Company.
3		Shift and Schedule	Assigning the Schedule for Newly Hired Employee.
2	D	Performance Management	Managing of Employee's Performance.
3		Evaluation	Evaluating of Employee Performance
		Rating	Rating of Employee's Performances.
2	E	Social Recognition	Employee's Appraisals and Ranking.
3		Ranking	Ranking of Employee's Performances.
3		Awarding	Awarding of Employees Performance and Ranking.

Table 3.5.5.1: WBS Dictionary

3.5.6 Glossary of Terms

Level of Effort - Level of Effort is how much work is required to complete a task.

WBS Code - A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the elements hierarchical location within the WBS.

Work Package - A Work Package is a deliverable or work component at the lowest level of its WBS branch.

WBS Component - A component of a WBS which is located at any level. It can be a Work Package or a WBS Element as there's no restriction on what a WBS Component is.

WBS Element - A WBS Element is a single Work Breakdown Structure component and its associated attributes located anywhere within a WBS. A WBS Element can contain work, or it can contain other WBS Elements or Work Packages.

Appendices B

3.6 Change Management Plan

This Stage provides the opportunity for organizations to review their human resources, plan the communication process and put systems and processes in place that ensures continuity of information flow. Early intervention in issues arising provides better opportunity to achieve reduction of stress and staff turnover. This will also allow for better time management by reducing time spent on staff issue resolution, conflict, recruitment and induction as all parties are better informed and able to address staff uncertainties and community concerns. A Project Team/s with Terms of Reference may be established at this stage.

Clearly and consistently communicate about the change - well in advance of its implementation.

Help employees better understand the need for the change - and the rationale behind the decisions, as well as the ways the change may affect them.

Ensure that your change management team includes change champions - who can help spread positive messages about the change, as well as take the temperature of employee reactions to the change.

Understanding and taking into account - the different motivational factors for each employee.

Prepare for change - by taking steps such as defining your change management strategy, developing your change management team, and outlining key roles.

3.6.1 Definition of Change

There are several types of changes which may be requested and considered for the Project Study. Depending on the extent and type of proposed changes, changes project documentation and the communication of these changes will be required to include any approved changes into the project plan and ensure all stakeholders are notified. Types of changes include:

Scheduling Changes - change which will schedule of the meeting of Project Team must be adjusted due to lack of communications or some member of a Team was not available for some reason.

Budget Changes - Changes which will the Budget of the Team for the project cannot

support the expenses of the team may be because of some other expenses in school.

Scope Changes - Changes which are expected because every time you knowing a lot from deep searching and asking some person who knowledgeable to your sub-module you need to change it. The project manager must ensure to capture every single change in the project documentation where necessary. These document updates must then be communicated to the project team and stakeholders as well.

3.6.2 Change Control

ROLE	NAME	RESPONSIBILITY
Project Manager	KENNETH R. VERONA	A project manager is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. Construction, petrochemical, architecture, information technology and many different industries that produce products and services use this job title.
Lead Programmer	JAYSON F. CLAVERIA	A lead programmer's exact responsibilities vary from company to company, but in general he or she is responsible for the underlying architecture for the software program, as well as for overseeing the work being done by any other software engineers working on the project.
Document Specialist	LYKA MAI A. OMEGA	Person who responsible in documentation and also translate the business and system process as a record of the project.
Business Analyst	MA. NESSA KRIZA MAE P. TAMBOT	Person that responsible in communicating to the client and analyze the business process to proceed the flow of project management plan.
System Analyst	JOHN JOSUA A. DIENTE	Person who responsible in analyzing of system process that needs to be follow.

Table 3.6.2.1: Change Control Board

3.6.3 Roles and Responsibilities

ROLE	NAME	RESPONSIBILITY
Project Manager	KENNETH R. VERONA	A project manager is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. Construction, petrochemical, architecture, information technology and many different industries that produce products and services use this job title.
Lead Programmer	JAYSON F. CLAVERIA	A lead programmer's exact responsibilities vary from company to company, but in general he or she is responsible for the underlying architecture for the software program, as well as for overseeing the work being done by any other software engineers working on the project.
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System Analyst	JOHN JOSUA A. DIENTE	Person who responsible in analyzing of system process that needs to be follow.

Table 3.6.2.1: Change Control Board

3.6.4 Change Control Process

The project manager has overall responsibility for executing the change management process for each change request. The Change Control Process for the EIS Project will follow the organizational standard change process for all projects.

Approve any changes to project scope

(Project Adviser) – The Project manager approved any changes with the CCB members.

Make documentation revisions/edits as necessary for all approved changes

(Project Manager) – If there's a revision in document the Project Manager will edit it necessarily.

Provide detailed information in any changes (Project Team) – The project team shall provide detailed information in any changes like scope, cost or project timeline.

Implement change (Project Manager) – If a changes is approved by the CCB, the project manager will update and re-baseline project documentation as necessary

Approve software/hardware changes

(Project Adviser) – The project manager will submit the change request, as well as the preliminary analysis, to the CCB for review.

3.7 Communications Management Plan

Project Communications Management- Includes the processes that are required to ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information. Project managers spend most of their time communicating with team members and other project stakeholders, whether they are internal (at all organizational levels) or external to the organization. Effective communication creates a bridge between diverse stakeholders who may have different cultural and organizational backgrounds, different levels of expertise, and different perspectives and interests, which impact or have an influence upon the project execution or outcome.

Plan Communications Management - The process of developing an appropriate approach and plan for project communications based on stakeholder's information needs and requirements, and available organizational assets.

Manage Communications - The process of creating, collecting, distributing, storing, retrieving and the ultimate

disposition of project information in accordance with the communications management plan.

Control Communications - The process of monitoring and controlling communications throughout the entire project life cycle to ensure the information needs of the project stakeholders are met.

Communication Management techniques includes:

- Questioning and probing ideas and situations to ensure better understanding;
- Educating to increase team's knowledge so that they can be more effective;
- Fact-finding to identify or confirm information;
- Setting and managing expectations;
- Persuading a person, a team, or an organization to perform an action;
- Motivating to provide encouragement or reassurance;
- Coaching to improve performance and achieve desired results;
- Listening actively and effectively

3.7.1 Communications Management Approach

The Project Manager will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in this document. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it and to whom to communicate. As with most project plans, updates or changes may be required as the project progresses or changes are approved. Changes or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures and additional requirements are needed. The project manager is responsible for managing all proposed and approved changes to the communications management plan. Once the change is approved, the project manager will update the plan and supporting documentation and will distribute the updates to the project team and all stakeholders. This methodology is consistent with the project's Change Management Plan and ensures that

all project stakeholders remain aware and informed of any changes to communications management.

3.7.2 Communications Management Constraints

All project communication activities will occur within the project's approved budget, schedule, and resource allocations. The project manager is responsible for ensuring that communication activities are performed by the project team and without external resources which will result in exceeding the authorized budget. Communication activities will occur in accordance with the frequencies detailed in the Communication Matrix in order to ensure the project adheres to schedule constraints. Any deviation of these timelines may result in excessive costs or schedule delays and must be approved by the project sponsor.

3.7.3 Stakeholder Communication Requirements

As part of identifying all project stakeholders, the project manager will communicate with each stakeholder in order to determine their preferred frequency and method of communication. This

feedback will be maintained by the project manager in the project's Stakeholder Register. Standard project communications will occur in accordance with the Communication Matrix; however, depending on the identified stakeholder communication requirements, individual communication is acceptable and within the constraints outlined for this project.

3.7.4 Roles

Executive Sponsor - The senior member of the project board and often the chair.

Project Sponsor - Primarily concerned with ensuring that the project delivers the agreed business benefits

Project Manager - A Project Manager is a professional in the field of project management. Project managers have the responsibility of the planning, procurement and execution a project, in any undertaking that has a defined project scope, defined start and a defined finish.

Document Specialist - A Document specialist is the one manage the document of the Project team. Document specialist document every single details of

their project from start to finish, She/ he the one who update, edit, delete the Project Study.

System analyst - Person who designed the user interface of the project from logo, template and the color. System analyst also analyzes the flow of the systems; how it runs from start to end of the system.

Lead Programmer - Lead Programmer is the only person who knowledgeable in terms of coding. He/she can manipulate or run the process of the system by coding and also can add some special features for the system.

Adviser - The word itself, Adviser the one who advise, give some opinions and suggestions to the Project Team in terms of planning, analyzing, designing, testing, implementation and maintenance.

3.7.5 Project Team Directory

The following table presents contact information for all persons identified in this communications management plan. The email addresses and phone numbers in this table will be used to communicate with these people.

Roles	Names	Title	Department	Email	Phone
Project Manager	Kenneth R. Verona	Project Manager	Information Technology	21veronakenneth@gmail.com	0934532 98193
Project Team Members	Jayson F. Claveria		Information Technology	Claveriajayson12@gmail.com	0950303 2787
	John Josua A. Diente		Information Technology	Johnjoshuadiente@yahoo.com	0927370 2647
	Lyka Mai A. Omega		Information Technology	Leycamae@gmail.com	0912469 6069
	Ma. Nessa Kriza Mae P. Tambot		Information Technology	Acuickriza_07@yahoo.com	0923648 8141
Advisor	Rocky Steven Cabañeros	IT Professor	Information Technology	Rockystevencabaneros@yahoo.com	0995651 1112

Table 3.7.5.1: Project Team Directory

3.7.6 Communication Methods and Technologies

The project team will determine, in accordance with Facebook or messenger, the communication methods and technologies based on several factors to include: stakeholder communication requirements, available technologies (internal and external), and organizational policies and standards.

Facebook or messenger maintains a SharePoint platform within the PMO which all projects use to provide updates, archive various reports, and conduct project communications. This platform enables senior management, as well as stakeholders with compatible technology, to access project data and communications at any point in time. SharePoint also provides the ability for stakeholders and project team members to collaborate on project work and communication. For stakeholders who do not have the ability to access SharePoint, a web site will also be established for the project. Access to the website will be controlled with a username and password. Any stakeholders identified who are not able to access SharePoint will be issued a unique username and password in order to access the web site. The project manager is responsible for ensuring all project communications and documentation are copied to the web site and that the content mirrors what is contained on the SharePoint platform.

3.7.7 Communication Matrix

The following table identifies the communication requirements for Human Resource Management Part 1.

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverables
Project Manager meeting	Planning about the best Project management	Face to Face Group chat	Weekly	Project Team Project Manager	Project Manager	Project Schedule
Advisees meeting	Advisor will give their suggestion for the Project.	Face to Face Group chat	When needed	Advisor Project Manager Project Team Advertiser	Advisor	Project Schedule
Integration meeting	For the Integration of whole Sub-system	Face to Face Group chat	Weekly	Advisor Project Manager Project Team Advertiser	Advisor	Project Schedule
Lead Programmer meeting	All Lead Programmer will plan about the coding of the system	Face to Face Group chat	When needed	Lead Programmer Project Team Project Manager	Lead Programmer	Project Schedule
Weekly Project Status meeting	All the Project Manager will submit the status of their Project Study.	Face to Face Group chat	Weekly	Project Team Project Manager	Project Manager	Project Schedule Project Report

Table 3.7.7.1: Communication Matrix

3.7.8 Communication Flowchart

The process of communication flowchart use in the project shows in the figure below:

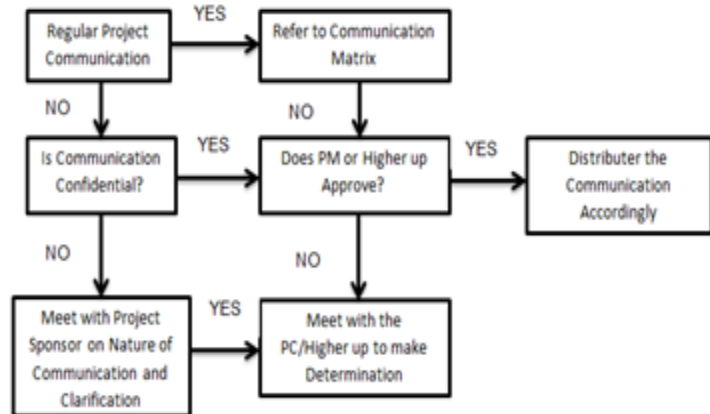


Figure 3.7.8.1 Communication Flowchart

3.7.9 Guidelines for Meeting

Group Meeting - Group meeting is meeting of meeting each group about the plan for their Project Study. Each Group must be complete to avoid problems in integration.

Advisor Meeting - Advisor set a meeting about the project, to give their opinion and suggestion that can be help to their Project Study for good developing.

Project Manager Meeting - All Project Managers of each group will collaborate sharing their ideas for the best managing of their Project Study and their member as well.

Lead Document Specialist - the Lead Document Specialist is responsible for documenting the status of all meeting items and taking notes anything crucial during the meeting.

3.7.10 Communication Standards

For this project, Facebook, Messenger will utilize standard organizational formats and templates for all formal project communications. Formal project communications are detailed in the project's communication matrix and include:

Project Manager Meeting - Project team will utilize Facebook Messenger for Group meeting, Advisor meeting, Project Manager Meeting and Lead Document Specialist.

Advisees Meeting - Project team will utilize Facebook Messenger for Group meeting, Advisor meeting, Project Manager Meeting and Lead Document Specialist

Integration Meeting - Project team will utilize Facebook Messenger for Group meeting, Advisor meeting, Project Manager Meeting and Lead Document Specialist.

Lead Programmer Meeting - Project team will utilize Facebook Messenger for Group meeting, Advisor meeting, Project Manager Meeting and Lead Document Specialist.

Weekly Project Status Meeting - Project team will utilize Facebook Messenger for Group meeting, Advisor meeting, Project Manager Meeting and Lead Document Specialist.

3.7.11 Communication Escalation Process

Priority	Definition	Decision Authority	Time Frame for Resolution
Priority 1	Major impact to project or business operations. If not resolved quickly there will be a significant adverse impact to revenue and/or schedule.	Project Manager or higher	Within 4 hours
Priority 2	Medium impact to project or business operations which may result in some adverse impact to revenue and/or schedule.	Project Manager or higher	Within one business day
Priority 3	Slight impact which may cause some minor scheduling difficulties with the project but no impact to business operations or revenue.	Project Manager or higher	Within two business days
Priority 4	Insignificant impact to project but there may be a better solution.	Project Manager or higher	Work continues and any recommendations are submitted via the project change control process

Table 3.7.11.1 Communication Escalation Process

3.7.12 Glossary of Communication Terminology

The table below defines the priority levels, decision authorities, and timeframes for resolution.

Term	Definition
Communication	The effective sending and receiving of information. Ideally, the information received should match the information sent. It is the responsibility of the sender to ensure this takes place.
Stakeholder	Individuals or groups involved in the project or whose interests may be affected by the project's execution or outcome.
Communication Management Plan	Portion of the overall Project Management Plan which details how project communications will be conducted, who will participate in communications, frequency of communications, and methods of communications.
Escalation	The process which details how conflicts and issues will be passed up the management chain for resolution as well as the timeframe to achieve resolution.

Table 3.7.12.1: Glossary of Communication Terminology

3.8 Cost Management Plan

This Cost Management Plan will help ensure that you have an approach and methodology to managing costs throughout the life of your project.



Figure 3.8.1: Cost Management Plan

3.8.1 Cost Management Approach

Project costs get tracked and reported using Control Accounts (CAs). From a cost perspective, a control account is a management control point wherein the costs of all sub-tasks are rolled up or summarized for performance measurement. Control accounts are placed at selected management points in the WBS.

3.8.2 Measuring Project Cost

The Earned (EV), also known as the Budgeted Cost of Work Performed (BCWP), is the value (\$) of work performed expressed in terms of the approved budget assigned to the work for a task or Control Account (WBS component). Actual Cost (AC) is just as it sounds the dollar, or other applicable currency, cost to perform the associated task. Cost Performance Index (CPI) is a measure of the value of the work completed compared to the actual cost or progress made on the project. CPI is a critical metric because it quantifies the cost efficiency of the work completed. Cost Variance (CV) is a measure of cost performance on a project. It is equal to EV minus the Actual Costs (AC), (PMBOK, and 4th Ed.). If CV is zero, then the

reportable control account is perfectly on budget. If CV is greater than zero, the control account is earning more value than planned thus it's under budget. If CV is less than zero, the control account is earning less value than planned thus it's over budget.

Performance Measure	Yellow	Red
Schedule Variance (SV)		0.6
Cost Variance (CV)		0.6
Schedule Performance Index (SPI)	0.9	
Cost Performance Index (CPI)		0.7

Table 3.8.2.1: Measuring Project Cost

3.8.3 Reporting Format

This section will contain the Earned Value Metrics identified in the previous section. All cost variances outside of the thresholds identified in this Cost Management Plan will be reported on including any corrective actions which are planned. Change

Requests which are triggered based upon project cost overruns will be identified and tracked in this report.

3.8.4 Cost Variance Response Process

As a part of the response process the Project Manager typically presents options for corrective action to the Project Sponsor who will then approve an appropriate action in order to bring the project back on budget. The Project Manager may propose to increase the budget for the project, reduce scope or quality, or some other corrective action.

3.8.5 Cost Change Control Process

If there are special requirements for the cost change control process, they should be detailed in this section of the Cost Management Plan. The cost change control process will follow the established project change request process. Approvals for project budget/cost changes must be approved by the project sponsor.

3.8.6 Project Budget

BUDGET ITEM	DESCRIPTION	BUDGET COST
ONE-TIME COST		
HumanResources	Project Study 1	5, 000 pesos
	Project Study 2	5,000 pesos
	Project Manager	35, 000 pesos
	Business Analyst	30, 000 pesos
	System Analyst	20, 000 pesos
	Document Analyst	15, 000 pesos
	Lead Programmer	35, 000 pesos
Hardware	System Sever	40, 000 pesos
Software	Applications	15, 000 pesos
TOTAL ONE-TIME COSTS		195,000 pesos
ONGOING COST		
Miscellaneous	Printing of Documents and other needs.	50,000 pesos
TOTAL ONGOING COST		55,000 pesos

Table 3.8.6.1 Project Budget

3.9 Procurement Management Plan

Plan Procurement Management is the process of documenting project procurement decisions, specifying the approach, and identifying potential sellers.

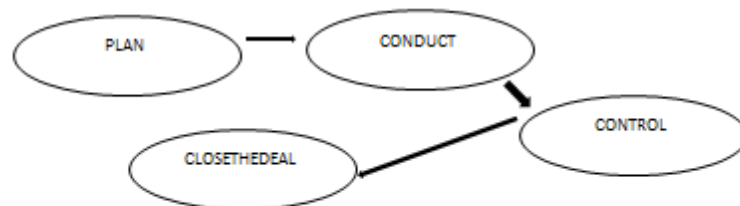


Figure 3.9.1: Procurement Management Plan

3.9.1 Procurement Management Approach

Human Resource Management Part 1 give the all list all items needed to be procure like Laptop, Pocket Wi-Fi for searching, Flash drive for saving of all documents, Bond paper for the hard copy of the Project Study and Mouse for the successful completion and execution of this Project Study.

3.9.2 Procurement Definition

The following procured items / services have been determined to be essential for Project Study completion and success execution.

Item/Service	Justification	Needed by:
Laptop (HP)	For creating Document and system for this project.	08-08-17
Pocket Wi-Fi	For the connection of other devices.	08-18-17
Flash Drive 32gb	For saving and transferring incomplete/ complete documents and system.	08-18-17
Bond Paper	Need for print out of documents.	08-16-17
Mouse	To efficient controlling.	08-17-17
Internet Connection	For searching and gathering some information.	

Table 3.9.2.1: Procurement Definition

3.9.3 Procurement Risk

Procurement risk is the potential for failures of a procurement process designed to purchase services, products or resources. Common types of procurement risk include fraud, cost, quality and delivery risks. In many cases, procurement risks are also compliance risks as purchasing practices are typically governed by anti-corruption laws.

3.9.4 Procurement Risk Management

The procurement and contract administration process are prone to risks. There are risks in determining need and planning procurements, developing specifications, selecting the appropriate procurement methods, preparing solicitation documents and calling for offers, evaluation and selection of firms and individuals, negotiating the contract, and contract administration.

3.9.5 Cost Determination

All information must be included in each proposal as the proposals will be used as the foundation of our selection criteria. Proposals which omit solicited information or contain incomplete information will be discarded from consideration.

3.9.6 Standardized Procurement Documentation

The PMO maintains a repository on the company's shared drive which contains standard project management and procurement documentation that will be used for this project. The following standard documents will be used for project procurement activities:

- Standard Request for Proposal Template to include
- Background
- Proposal process and timelines
- Proposal guidelines
- Proposal formats and media
- Source selection criteria
- Pricing forms
- Statement of work
- Terms and Conditions
- Internal source selection evaluation forms
- Non-disclosure agreement
- Letter of intent
- Firm fixed price contract
- Procurement audit form
- Procurement performance evaluation form

- Lessons learned form

3.9.7 Procurement Constraints

Project schedule is not flexible and the procurement activities, contract administration, and contract fulfillment must be completed within the established project schedule.

Cost - Project budget has contingency and management reserves built in; however, these reserves may not be applied to procurement activities. Reserves are only to be used in the event of an approved change in project scope or at management's discretion.

Scope - All procurement activities and contract awards must support the approved project scope statement. Any procurement activities or contract awards which specify work which is not in direct support of the project's scope statement will be considered out of scope and disapproved.

Resources - All procurement activities must be performed and managed with current personnel. No additional personnel will be

hired or re-allocated to support the procurement activities on this project.

Technology - Parts specifications have already been determined and will be included in the statement of work as part of the RFP. While proposal may include suggested alternative material or manufacturing processes, parts specifications must match those provided in the statement of work exactly.

3.9.8 Contract Approval Process

The first step in the contract approval process is to determine what items or services will require procurement from outside vendors. This will be determined by conducting a cost analysis on products or services which can be provided internally and compared with purchase prices from vendors. Once cost analyses are complete and the list of items and services to be procured externally is finalized, the purchasing and contracts department will send out solicitations to outside vendors.

3.9.9 Decision Criteria

The criteria for the selection and award of procurement contracts under this project will be based on the following decision criteria:

- Quality
- Cost
- Performance
- Service
- Quantity

3.9.10 Vendor Management

The purpose of this section of the Procurement Management Plan is to describe the roles and actions the project team and purchasing and contracts department will take to ensure that the selected vendors provide all of the products/services agreed upon and that the appropriate levels of quality are maintained.

3.9.11 Performance Metrics for Procurement Activities

While the purchasing and contracts department has their own internal metrics for procurement, the following metrics are established for vendor

performance for this project's procurement activities. Each metric is rated on a 1-3 scale as indicated below:

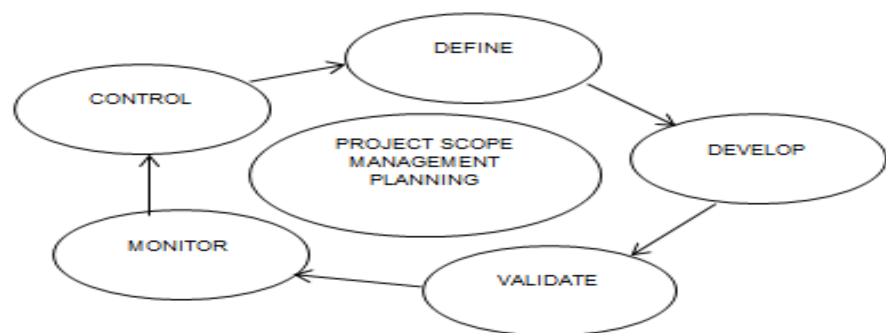
1–Unsatisfactory 2–Acceptable 3 – Exceptional

Vendor	Product Quality	On Time Delivery	Documentation Quality	Development Costs	Development Time	Cost per Unit	Transactional Efficiency
Vendor #1	2	2	2	2	2	2	2
Vendor #2	2	2	2	2	2	2	2

Table 3.9.11 Performance Metrics for Procurement Activities

3.10 Project Scope Management Plan

Project Scope Management Plan is the collection of processes used to ensure that the project includes all the tasks required to complete the project while excluding all work which is out of scope. The Scope Management Plan details how the project scope will be defined, developed, and verified



3.10.1: Project Scope Management Plan

3.10.1 Scope Management Approach

Human Resource 1, scope management will be the sole responsibility of the Project Manager. The scope for this Project study is defined by the Scope Statement, Work Breakdown Structure (WBS) and Project Scope. The Project Manager and Advisor will establish and approve documentation for measuring project scope which includes deliverables and Related Studies and Systems. Proposed scope changes may be initiated by the Project Manager and the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change. Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Advisor. Upon approval of scope changes by the Adviser the Project Manager will update all project documents.

3.10.2 Roles and Responsibilities

ROLE	RESPONSIBILITY
Project Manager	A project manager is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. Construction, petrochemical, architecture, information technology and many different industries that produce products and services use this job title.
Lead Programmer	A lead programmer's exact responsibilities vary from company to company, but in general he or she is responsible for the underlying architecture for the software program, as well as for overseeing the work being done by any other software engineers working on the project.
Document Specialist	Person who responsible in documentation and also translate the business and system process as a record of the project.
Business Analyst	Person that responsible in communicating to the client and analyze the business process to proceed the flow of project management plan.
System Analyst	Person who responsible in analyzing of system process that needs to be follow.

Table 3.10.2: Roles and Responsibilities

3.10.3 Scope Definition

The scope for human resource part 1 was defined through a comprehensive requirements collection process. First, a thorough analysis was performed on the company's current software applications based on employee and user feedback. From this information, the project team developed the project requirements documentation, the requirements

management plan, and the requirements traceability matrix for what the new software application must accomplish.

3.10.4 Project Scope Statement

Human Resources part 1 scope statement provides a detailed description of the project, deliverables, constraints, exclusions, assumptions, and acceptance criteria. Additionally, the scope statement includes what work should not be performed in order to eliminate any implied but unnecessary work which falls outside the of the project's scope.

3.10.5 Work Breakdown Structure

The Work Breakdown Structure (WBS) of Human Resource Management Part 1 below:

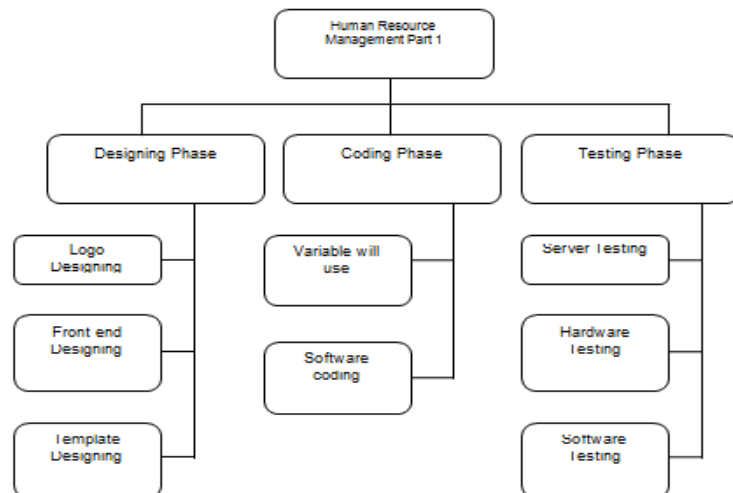


Figure 3.10.5.1: Work Breakdown Structure (WBS)

3.10.6 Scope Verification

As this project progresses the Project Manager will verify interim project deliverables against the original scope as defined in the scope statement, WBS and WBS Dictionary. Once the Project Manager verifies that the scope meets the requirements defined in the project plan, the Project Manager and Sponsor will meet for formal acceptance of the deliverable. During this meeting the Project Manager will present the deliverable to the Project Sponsor for formal acceptance. The Project Sponsor will accept the deliverable by signing a project deliverable acceptance document. This will ensure that project work remains within the scope of the project on a consistent basis throughout the life of the project. Project Managers and Advisor approved this deliverables through signing of our F4, that tells that they accepting it. We achieved it by weekly consulting to them.

3.10.7 Scope Control

All there's a changes in the Project scope, Project Team will submit it to Advisor and Project Manager, then they review those changes if they will

approve it or not. If they approve it, then they are able to update all project documents and communicate to all Project Team members.

3.11 Schedule Management Plan

3.11.1 Schedule Management Approach

Approaches to calculating schedules have to be equally flexible. In some cases, rigorous techniques can be used to model the work and calculate detailed timings. In other cases, broad estimates have to be made initially, with constant refinement as more information becomes available.

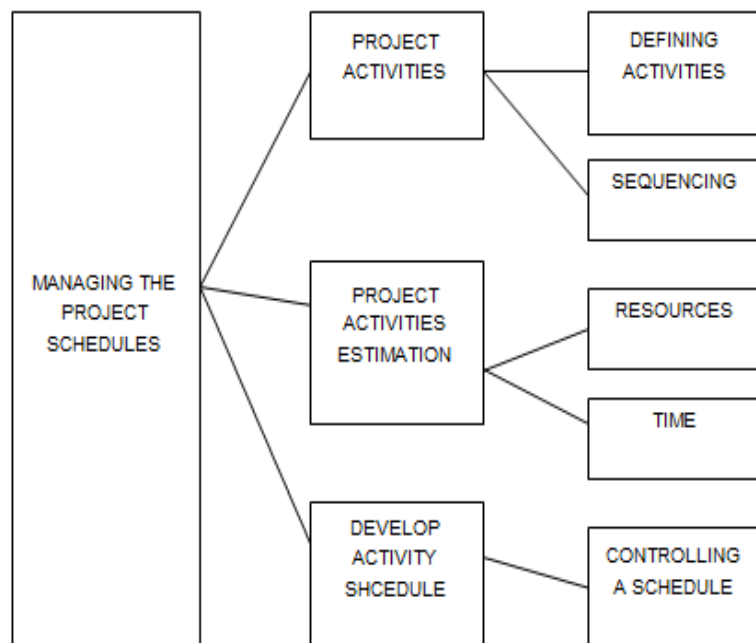


Figure 3.11.1 Schedule Management Plan

3.11.2 Schedule Control

The Project Manager works 8-9 a day while the Project Team works 7%-8% a day with the completeness task of 80%-90%. Advisers will monitor the completeness of each task, and the working hours each Project Team. The Project Manager is responsible for holding bi-weekly schedule updates/reviews. The Project Team is responsible for participating in bi-weekly schedule updates/reviews; communicating any changes to actual start/finish dates to the Project.

3.11.3 Schedule Changes and Threshold

If any member of the project team determines that a change to the schedule is necessary, the project manager and team will meet to review and evaluate the change.

For this example we will use a change threshold of 10% Submittal of a schedule change request to the project sponsor for approval is required if either of the two following conditions is true:

- The proposed change is estimated to reduce the duration of an individual work package by

10% or more, or increase the duration of an individual work package by 10% or more.

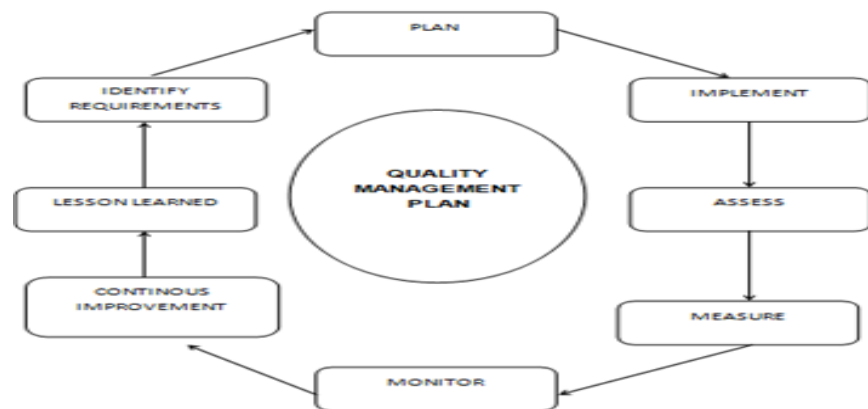
- The change is estimated to reduce the duration of the overall baseline schedule by 10% or more, or increase the duration of the overall baseline schedule by 10% or more.

3.11.4 Scope Change

Any changes in the project scope, which have been approved by the Adviser and Project Manager, will require the Project Team to evaluate the effect of the scope change on the current schedule. If the Project Manager and Adviser determines that the scope change will significantly affect the current project schedule, he/she may request that the schedule be re-baselined in consideration of any changes which need to be made as part of the new project scope. The Project Manager and Adviser must review and approve this request before the schedule can be re-baselined.

3.12 Quality Management Plan

The Quality Management Plan defines the acceptable level of quality, which is typically defined by the customer, and describes how the project will ensure this level of quality in its deliverables and work processes.



3.12.1 Quality Management Plan

3.12.1 Quality Management Approach

The quality management approach for Human Resources 1 will ensure quality is planned for both the product and processes. In order to be successful, this project will meet its quality objectives by utilizing an integrated quality approach to define quality standards, measure quality and continuously improve quality.

3.12.2 Quality Requirement/Standards

The quality manager will provide day to day quality management and conduct process audits on a weekly basis, monitor process performance metrics, and assure all processes comply with project and organizational standards. If discrepancies are found, the quality manager will meet with the Project Manager and review the identified discrepancies.

3.12.3 Quality Assurance

The quality manager will provide day to day quality management and conduct process audits on a weekly basis, monitor process performance metrics, and assure all processes comply with project and organizational standards. If discrepancies are found, the quality manager will meet with the Project Manager and review the identified discrepancies.

3.12.4 Quality Control

It is imperative to the success of the project that all of the established physical and performance standards are met. By doing so, the Human Resources Part 1 Project Team will ensure that the product achieves the high level of customer satisfaction anticipated and that future operational cable

production will be in line with budget and resource allocations.

3.12.5 Quality Control Measurements

Quality Management Plan describes how you will define and document the process for monitoring and recording the results of executing the quality activities to assess performance and recommend necessary changes. Quality control applies to the project's product as opposed to its processes. It should include what the acceptable standards and/or performance are for the product and how these measurements will be conducted.

3.13 Risk Management Plan

A risk management plan is a document that a project manager prepares to foresee risks, estimate impacts, and define responses to issues.



Figure 3.13.1: Risk Management Plan

3.13.1 Top Three Risks

User Risk – The user is not knowledgeable on how to use neither the system interface nor the process.

Software Risk – The software used may have a problem when implementation to other devices.

Security Risk – The information inside the system have a high risk of losing, reason why having large information to save.

3.13.2 Risk Management Approach

The approach we have taken to manage risks for this project included a methodical process by which the project team identified, scored, and ranked the various risks. The most likely and highest impact risks were added to Human Resources part 1 schedule to ensure that the assigned risk managers take the necessary steps to implement the mitigation response at the appropriate time during the schedule.

3.13.3 Risk Identification

Human Resources part, risk identification was conducted in the initial project risk assessment meeting. The method used by the project team to identify risks was the Crawford Slip method.

Expert Interview - Two Expert Interviews were held for this project. The interviews revealed several risks which were then mitigated by making changes to the project plan. The remaining risks are included in the Risk Register.

Risk Assessment Meeting - A risk assessment meeting was held with key team members and stakeholders. The risks identified during this meeting were added to the project plan and Risk Register.

Historical Review of Similar Projects - The project team reviewed the history of similar projects in order to determine the most common risks and the strategies used to mitigate those risks.

3.13.4 Risk Qualification and Prioritization

In order to determine the severity of the risks identified by the team, a probability and impact factor was assigned to each risk. This process allowed the project manager to prioritize risks based upon the effect they may have on the project.

3.13.5 Risk Monitoring

Risk monitoring will be a continuous process throughout the life Human Resources part 1. The most likely and greatest impact risks have been added to the project plan to ensure that they are monitored during the time the project is exposed to each risk. At the appropriate time in the project schedule a Risk Manager is assigned to each risk. During the bi-weekly project team meeting the Risk Manager for each risk will discuss the status of that risk; however, only risks which fall in the current time period will be discussed.

3.13.6 Risk Mitigation and Avoidance

The risks for this project will be managed and controlled within the constraints of time, scope, and cost. All identified risks will be evaluated in order to determine how they affect this triple constraint.

3.14 Risk Management Plan

A risk register is a scatter plot used as risk management tool and to fulfill regulatory compliance acting as a repository for all risks identified and includes additional information about each risk, e.g. nature of the risk, reference and owner, mitigation measures.

Department	Module	Risks	Control Rating (H-M-L)	Level of Risk (H-M-L)
Human Resources	Recruitment Management	Inadequate definition of the job description	High	Low
Human Resources	Applicant Management	Applicant and Recruiter workflow	High	Medium
Human Resources	Traditional reviews don't help employees grow and develop.	Unclear alignment process	High	High
Human Resources	Traditional reviews don't help employees grow and develop.	Traditional reviews don't help employees grow and develop.	High	Medium
Human Resources	Recruitment Management	Having an unclear hiring policy and requirements	High	High
Human Resources	New Hire On Board	The candidate doesn't seem to know what the job is all about	High	High
Human Resources	Social Recognition	Employee recognition is inconsistent	High	Low
Human Resources	Social Recognition	Employee recognition isn't personalized.	High	Low

Table 3.14.1: Risk Register

3.15 Staffing Management Plan

The Staffing Management Plan details the project's human resources requirements and how those requirements will be fulfilled. The Staffing Management Plan includes several sections: Project Roles and Responsibilities summarize the responsibilities for each role required to conduct the project work.

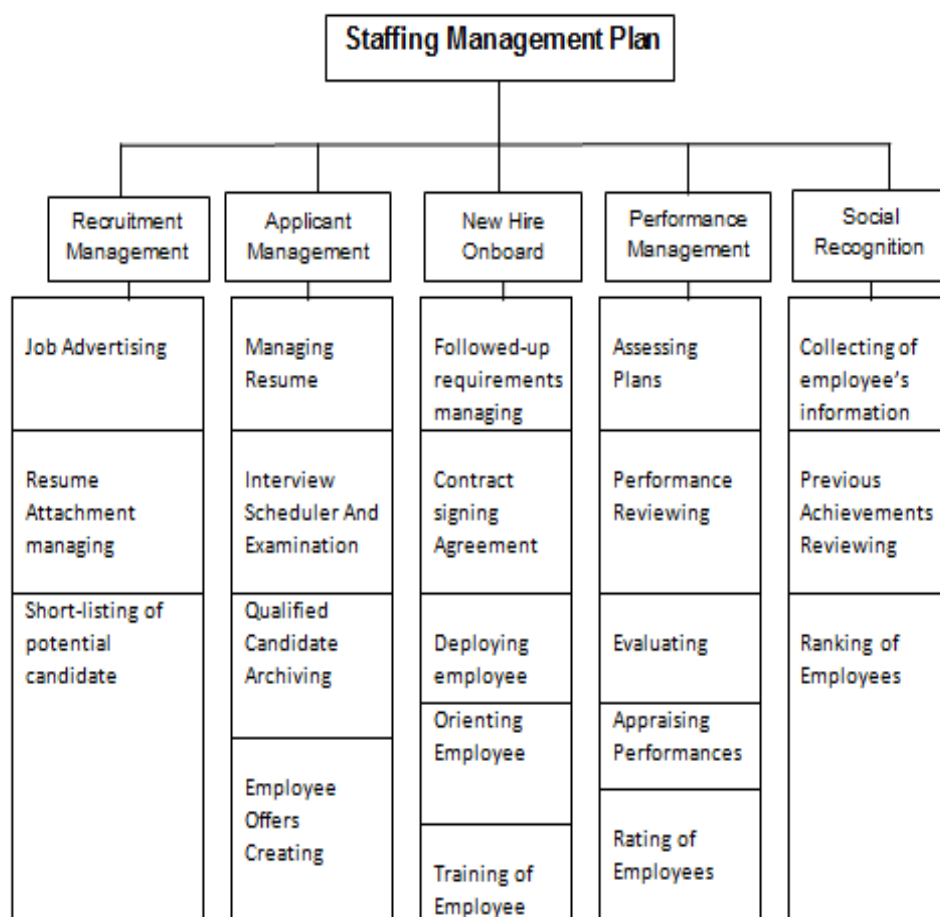


Figure 3.15.1: Staffing Management Plan

3.15.1 Roles and Responsibilities

ROLE	RESPONSIBILITY
Project Manager	A project manager is a person who has the overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. Construction, petrochemical, architecture, information technology and many different industries that produce products and services use this job title.
Lead Programmer	A lead programmer's exact responsibilities vary from company to company, but in general he or she is responsible for the underlying architecture for the software program, as well as for overseeing the work being done by any other software engineers working on the project.
Document Specialist	Person who responsible in documentation and also translate the business and system process as a record of the project.
Business Analyst	Person that responsible in communicating to the client and analyze the business process to proceed the flow of project management plan.
System Analyst	Person who responsible in analyzing of system process that needs to be follow.

Table 3.15.1.1: Roles and Responsibilities

3.15.2 Project Organization Chart

The five (5) components member of project organization chart show in the figure below:



Figure 3.15.2.1: Project Organization Chart

3.15.3 Staffing Management

Role	Name	Responsibility
Project Manager	Kenneth R. Verona	Project Manager Responsible to manage the team to have a team work.
Lead Programmer	Jayson f. Claveria	Lead Programmer is responsible in creating the logical and codes of the system.
Document Specialist	Lyka Mai A. Omega	Person who responsible in documentation and also translate the business and system process as a record of the project.
Business Analyst	Ma. Nessa Kriza Mae P. Tambot	Person that responsible in communicating to the client and analyze the business process to proceed the flow of project management plan.
System Analyst	John Joshua A. Diente	Person who responsible in analyzing of system process that need to

Table 3.15.3.1: Staffing Management

3.16 Resource Calendar

The developer use resource calendars to make sure that work resources (people and equipment) are scheduled only when they are available for work. These affect a specific resource or category of resources. By default, the working time settings in the resource calendar match the project calendar. However, you can customize the resource calendar to show individual schedule information, such as vacations, leaves of absence, or equipment maintenance time.

3.17 Cost Baseline

The cost baseline is that part of the project baseline that handles the amount of money the project is predicted to cost and on the other side when that money will be spent. It is an approved budget usually in a time distribution format used to estimate, monitor, and control the overall cost performance of the project.

TASK	RESOURCES	ESTIMATED TIME	RATE	COST
A	DOMAIN	MONTHLY	200PHP PER MONTH	2400PHP PER YEAR
B	INTERNET CONNECTION	MONTHLY	2999PHP PER MONTH	35,988PHP EVERY YEAR

Table 3.17.1: Cost Baseline

3.18 Quality Baseline

Quality baseline are defined in the planning phase of the project and then measured throughout the project's life to track and assess the project's level of conformity to its established baseline.

QUALITY BASELINE OF RECRUITMENT MANAGEMENT				
RATINGS	DURATION REMARS	DAYS OF PROGRESS		
		>10 DAYS	6- 9 DAYS	EVERYDAY
OUTSTANDING	NO TIME EXTENSION			
AVERAGE	WITH TIME EXTENSION			
FAIR	WITH TIME EXTENSION			
POOR	OVER BUDGET			

Table 3.18.1: Quality Baseline: Recruitment Management

QUALITY BASELINE OF APPLICANT MANAGEMENT				
RATINGS	DURATION REMARS	DAYS OF PROGRESS		
		>10 DAYS	6- 9 DAYS	EVERYDAY
OUTSTANDING	NO TIME EXTENSION			
AVERAGE	WITH TIME EXTENSION			
FAIR	WITH TIME EXTENSION			
POOR	OVER BUDGET			

Table 3.18.2: Quality Baseline: Applicant Management

QUALITY BASELINE OF NEW HIRE ON BOARD				
RATINGS	DURATION REMARS	DAYS OF PROGRESS		
		>10 DAYS	6- 9 DAYS	EVERYDAY
OUTSTANDING	NO TIME EXTENSION			
AVERAGE	WITH TIME EXTENSION			
FAIR	WITH TIME EXTENSION			
POOR	OVER BUDGET			

Table 3.18.3: Quality Baseline: New Hired Onboard

QUALITY BASELINE OF PERFORMANCE MANAGEMENT				
RATINGS	DURATION REMARS	DAYS OF PROGRESS		
		>10 DAYS	6- 9 DAYS	EVERYDAY
OUTSTANDING	NO TIME EXTENSION			
AVERAGE	WITH TIME EXTENSION			
FAIR	WITH TIME EXTENSION			
POOR	OVER BUDGET			

Table 3.18.4: Quality Baseline: Performance Management

QUALITY BASELINE OF SOCIAL RECOGNITION				
RATINGS	DURATION REMARKS	DAYS OF PROGRESS		
		>10 DAYS	6- 9 DAYS	EVERYDAY
OUTSTANDING	NO TIME EXTENSION			
AVERAGE	WITH TIME EXTENSION			
FAIR	WITH TIME EXTENSION			
POOR	OVER BUDGET			

Table 3.18.5: Quality Baseline: Social Recognition

B. EIS DEVELOPMENT

3.3 System Requirement Specifications

3.3.1 Purpose

The purpose of the System Requirements is to specify the overall system requirements that will govern the development and implementation of the system. The document will also establish initial security, training, capacity and system architecture requirements, as well as, system acceptance criteria agreed upon by the project sponsor and key stakeholders.

3.3.2 General System Requirements

3.3.2.1 Major System Capabilities

System is integrated to other modules of Travel and Tours Management System. Modules and sub-modules are accessible only by its desired user's and admin.

3.3.2.2 Major System Conditions

- User must undergo training on how to use the system.
- User must read the manual of using the system.
- System must be Integrate to other modules.

3.3.2.3 System Interface

The five (5) system interface for this project show in the figure below:

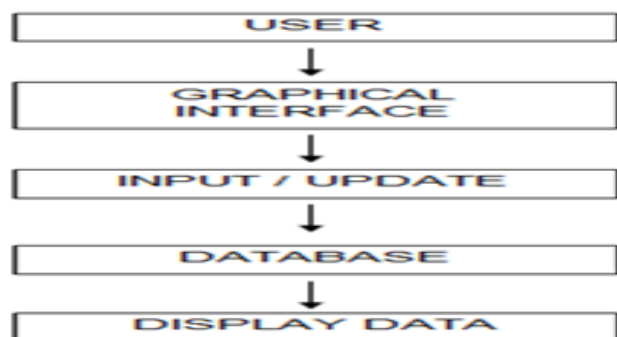


Figure 3.2.3.1 System Interface

3.3.2.4 System User Characteristics

Admin – Is the one who have a right to access all Human Resources 1 sub-modules.

User – Is the one who can access the system per sub-module.

Super Admin – Can access all the modules inside the Travel and Tours Management System.

3.3.3 Policy and Regulations Requirements

Policy Requirements

- Operating System must be Windows7 above.
- Database MSSQL Server only.

Regulation Requirements

- User's must read the user manual or undergoes training on how to use the developed system.

3.3.4 Security Requirements

User must have a valid account consist of username and password provided by the system admin to be able to access through the system.

3.3.5 Training Requirements

- Knowledge in computer
- Must be College graduate
- Computer literate
- Willing to learn

3.3.6 Initial Capital Requirements

Name	Cost
I3 Computer Set	18,000
UTP Cable	500
Switch	800

Table 3.6.1 Initial Capital Requirements

3.3.7 Initial System Requirements

Hardware		
Name	Specification	Description
DDR2	2GB	RAM
Radeon	512MB	Video card
Intel	I3 , 2.4ghz	Processor
SataHDD	160GB-320GB	HDD
Intel	Core i3	Processor
Netgear	10 Slots	Network Switch
CAT5E	5Meters, Straight	UTP Cable With RJ45

Table 3.7.1 Initials System Requirements: Hardware

Software		
Name	Specification	Description
SQL Server	2008 R2	Database Engine
Netbeans	8.0.2	IDE
IReports	Jasper Reports 5.0	Printing Reports

Table 3.7.2 Initials System Requirement: Software

Operating System		
Name	Specification	Description
Windows	7, 64bit	Operating System

Table 3.7.3 Initials System Requirements: Operating System

Programming Language
Name
JAVA Programming Language

Table 3.7.4 Initials System Requirements: Programming language

3.3.8 System Acceptance Architecture

The step by step procedure for system acceptance architecture show in the figure below:

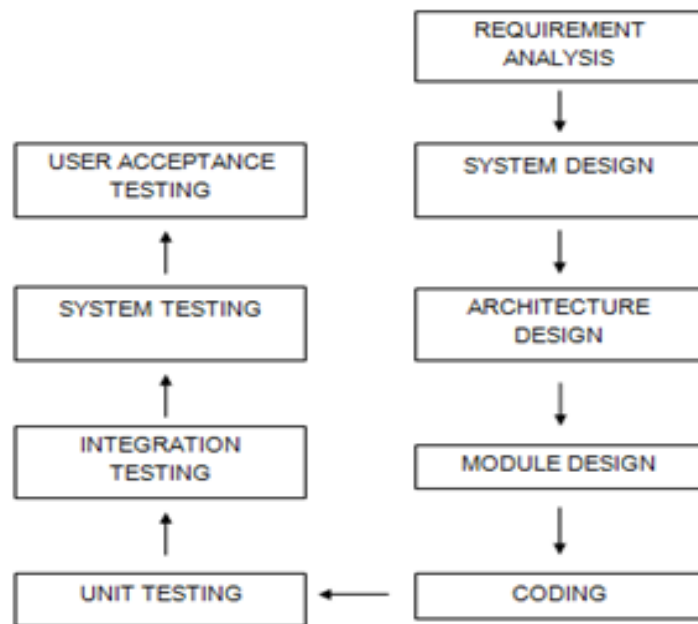


Figure 3.3.8.1: System Acceptance Architecture

3.3.9 Current System Analysis

The current system does not have walk in candidate for our recruitment process, due to the attachment of resume that directly store in the database of our system.

3.3.10 References

Document No.	Document Title	Date	Author
1	Competency-Based Recruitment Guidebook, Civil Service Commission	March 2014	Civil Service Commission
2	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	September 2014	Mayra Madria Tulauan
3	Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines	March 2017	Manila Recruitment Limited
4	Applicant Management, Manila recruitment: Headhunting of potential candidates	2012	Ron cullimore, Head of client Services.
5	New hired, Accenture's BPO Story Copyright	2012	Accenture All rights reserved.
6	New hired, On Boarding Employees	Aug 2017	Copyright Profile Asia Pacific
7	Performance Management and Compensation as Drivers of Organization Competitiveness	2015	Pamela F. Resurreccion Faculty
8	Measuring Performance in the Public Sector	August 2016	Magdalena L Mendoza Senior Vice-President, Programs Development Academy of the Philippines
9	The employee's perception of the performance appraisal system of the local government of Iloilo city	September 2013	Copyright CAPADOSA, PHILLIP BERNARD
10	Employee recognition report	2015	Copyright SHRM Globe force Survey

Table 3.3.10.1 References

3.3.11 Glossary

- **Specifications** – an act of describing or identifying something precisely or of stating a precise requirement.
- **Interface** – a device or program enabling a user to communicate with a computer.

3.3.12 Document Revision History

Version	Date	Name	Description
1	September 13-14, 2017	Chapter1	Minor Revision of Chapter 1
2	September 11, 2017	Chapter 1 and 2	Minor Revision of Chapter 1 and 2
3	September 17, 2017	Chapter 1 and 2	Finalizing of Chapter 1 and 2
4	November 20, 2017	Chapter 3	Start of documentation
5	January 18, 2018	Chapter 3	Minor revision of chapter 3
6	January 28, 2018	Chapter 4 and 5	Start of documentation
7	February 26, 2018	Chapter 4 and 5	Minor revision of chapter 4 and 5
8	March 2, 2018	Chapter 1 to 5	Printing of documents
9	March 3, 2018	Chapter 1 to 5	Submission of documents

Table 3.3.12.1: Document Revision History

3.3.13 Appendices

- **SRS** - System Requirement Specifications
- **SQL** – Structured Query Language
- **HDD** – Hard Disk Drive
- **IDE** – Integrated Development Environment
- **WBS** – Work Breakdown Structure

3.4 Software Requirements Specifications

3.4.1 Purpose

A software requirements specification (SRS) is a comprehensive description of the intended purpose and environment for software Travel and Tours Management System – Human Resources Part 1. The SRS fully describes what the software will do and how it will be expected to performance.

3.4.2 Business Requirements

3.4.2.1 Define Business Requirements

3.4.2.1.1 Business Area 'A'

- To gain a real time recruiting process base on what and wants of the company needed.
- To provide a system that can handle the information.

- To have a deployment process that will feel comfortable for the new hired employee.
- To gain productive human resources.

3.4.2.1.2 Business Area 'B'

- To gain agreement with stakeholders
- To provide a foundation to communicate to a technology service provider what the solution needs to do to satisfy the customer's and business' needs
- To provide input into the next phase for this project
- To describe what not how the customer/business needs will be met by the solution

3.4.2.2 Functional Requirements

3.4.2.2.1 nf Function X

Recruitment Management

- Job Posting Online
- Resume Attachment

Applicant Management

- Short listing of potential candidates
- Scheduling of Interviews
- Scheduling of Exam
- Resume Archiving
- Training for Applicant Candidate.

New Hire on Board

- Deployment of employee
- Contract signing for employee
- Shift and Schedule for employee

Performance Management

- Performance Evaluation
- Performance Rating

Social Recognition

- Ranking of Employee
- Awarding of Employee

3.4.2.2nu Use Case Y

Recruitment Management

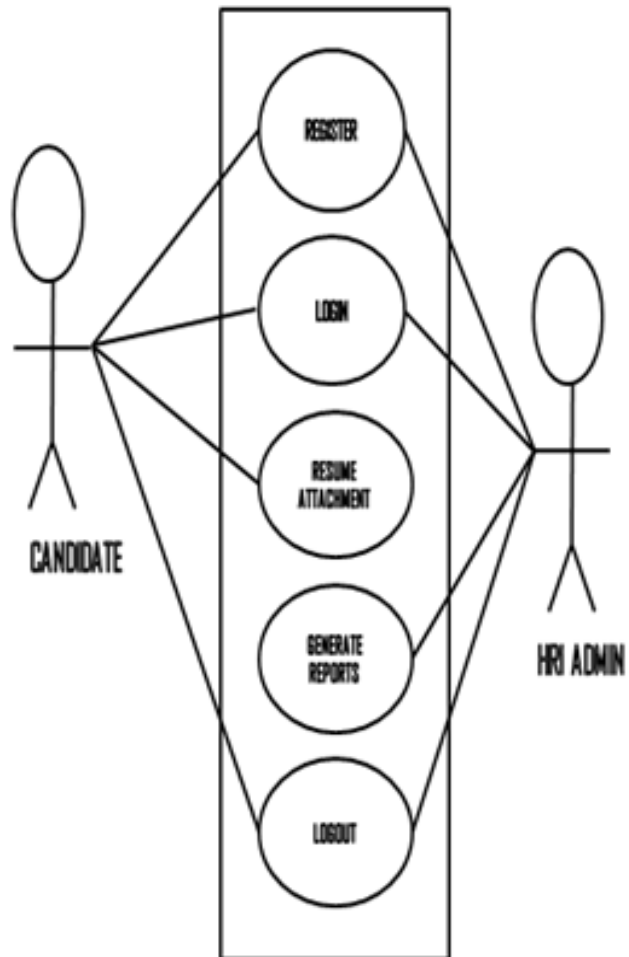


Figure 3.4.2.2.1 Use Case: Recruitment Management

Applicant Management

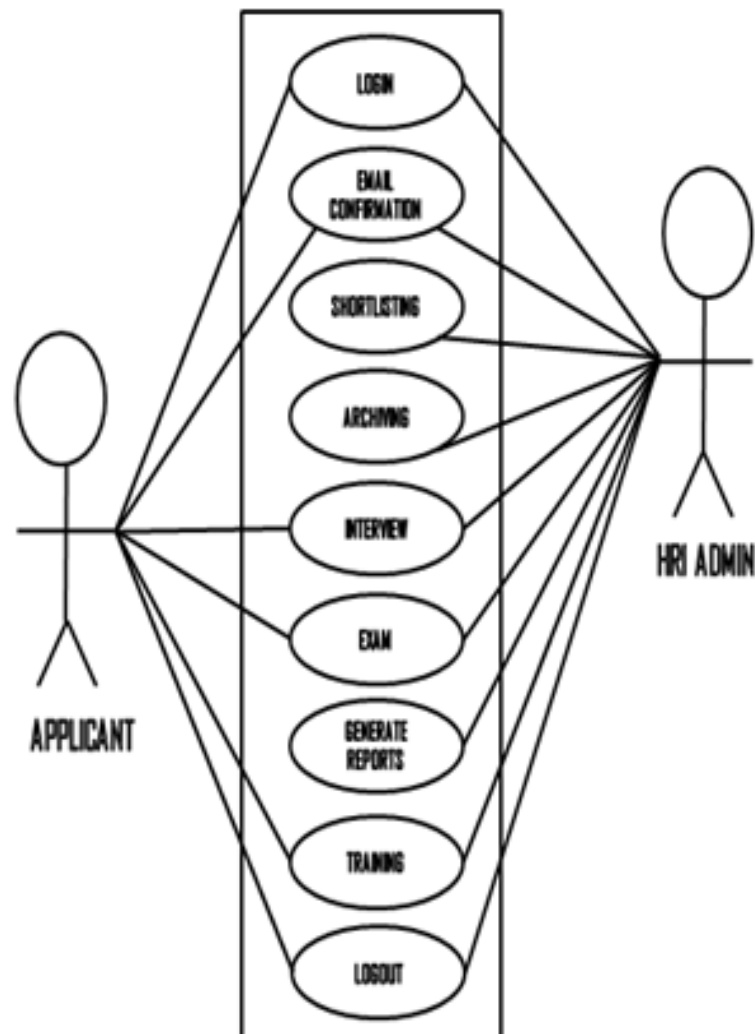


Figure 3.4.2.2.2 Use Case: Applicant Management

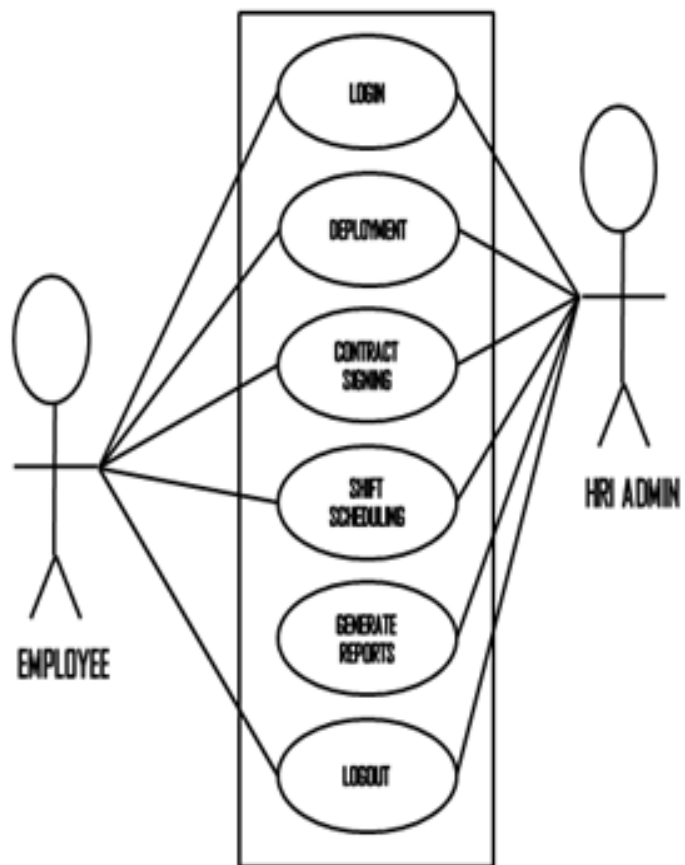
New Hire on Board

Figure 3.4.2.2.3 Use Case: New Hire on Board

Performance Management

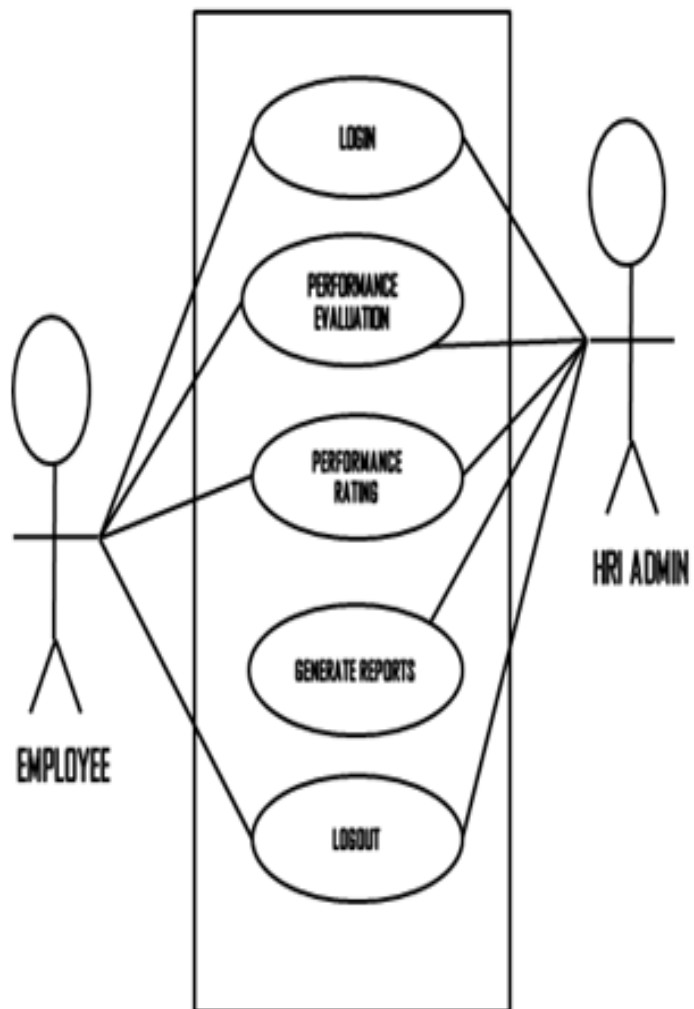


Figure 3.4.2.2.4 Use Case: Performance Management

Social Recognition

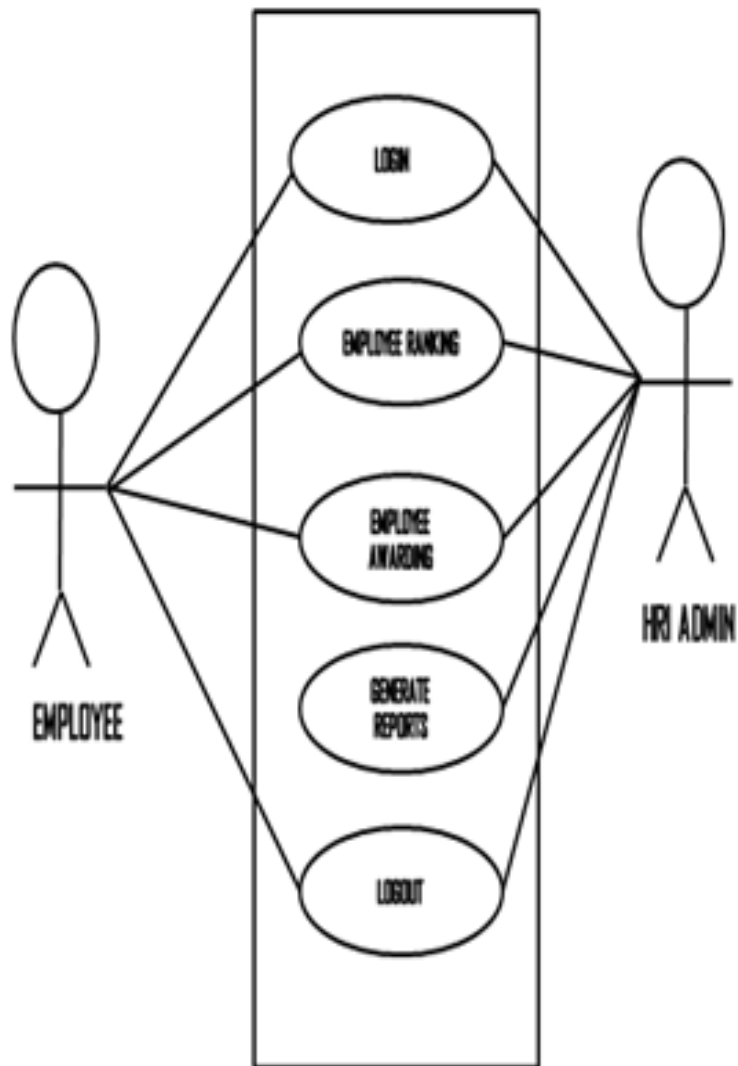


Figure 3.4.2.2.2.5 Use Case: Social Recognition

3.4.3 Data Management Requirements

3.4.3.1 Archive and Purge Requirements

Data	Description	Archive	Purge
Applicant Resume	The file is being saved in the database for the Short listing	The resume failed from short listing and resume of applicant refuse the offer while be archive to document management	Unable to remove
Employee Data	This data is being saved in the database for the retrieval of employee's information.	Employee data that is 5 years old will be archive in the database.	Unable to remove
Log Data	This are the Audit trails of the user, includes log history and activity logs. Also include old messages and notifications.	Archive the log data that is 30 days old.	Remove after 60 days.

Table 3.4.3.1 Archive and Purge Requirements

3.4.3.2 Conceptual Data Model

The giving data process shows in the figure below:

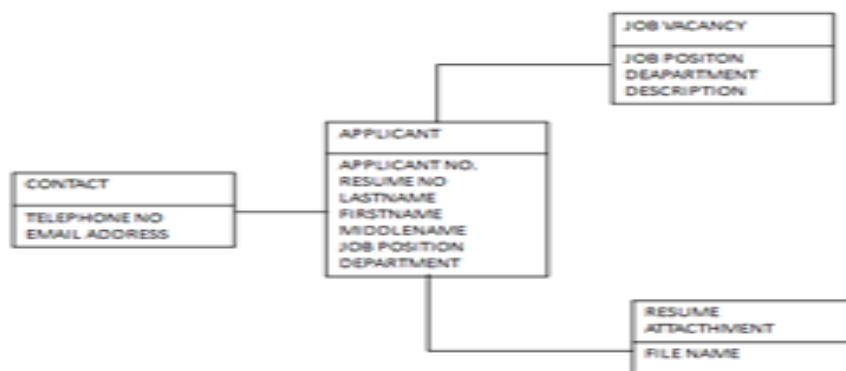


Figure 3.4.3.2.1 Conceptual Data Model

3.4.3.2.1 Table Names and Description

Sub-module	Table Name	Description
Recruitment Management	Job Vacancy List Table	Listing of available jobs to be posted.
	Job Posting Table	Table where the available job should be posted.
	Posted Job list Table	Posted job that is being listed as posted
	Expired Job Table	List of Posted Job that is being expired
	Applicant Details Table	Table about Information of Employee
Applicant Management	Schedule Interview Table	List of Schedule for Employee
	Short Listing Candidate Table	List of Potential Candidate's Qualification that is being saved
	Archived Table	Table about Resume's that is being saved for some purposes
	Training Details Table	List of Applicant that will be undergoing for Training Evaluation and it will be Evaluated after Training.
	Request Facility Table	Table about Facilities Request such as Room for the interviewee
New Hire on Board	Employee Record Table	Table about Newly hired Employee Information
	Contract Table	Table about Contract Records
	Shift And Schedule Table	Table about Shift and Schedule for Employee
	Deployment Table	Table about Employee's Deployment
Performance Management	Employee Performance Table	Table about Employee's Performance Rating
	Evaluation Results Table	Table About Results of Evaluated Employees
Social Recognition	Employee Recognition Table	Table About Recognition of Employees
	Ranking List Table	Table About Employees Ranking
	Award/Report Table	Table About Reports and Awarding of Employees

Table 3.4.3.2.1.1: Table Names and Description

3.4.3.2.2 Integrity Constrains

Primary Key - A unique key integrity constraint requires that every value in a column or set of columns (key) be unique that is, no two rows of a table have duplicate values in a specified column or set of columns. The Null value is still allowed.

Foreign Key - A foreign key is a referential constraint between two tables. The foreign key identifies a column or a set of columns in one (referencing) table that refers to set of columns in another (referenced) table.

Not Null Value - not null

3.4.4 Reporting Requirements

Name	Version
JasperReports	5.6.0

Table 3.4.4.1: Reporting Requirement

3.4.5 References

Document No	Document Title	Date	Author
1.	Software requirement specifications (SRS) template	Version 2.0 - January 14, 2013	Business System Support Office

Table 3.4.5.1: References

3.4.6 Glossary

- **Specifications** – an act of describing or identifying something precisely or of stating a precise requirement.
- **Interface** – a device or program enabling a user to communicate with a computer.

3.4.7 Document Revision History

Version	Date	Name	Description
1.0	October 5, 2017	Chapter 3	Revision of Chapter 3
2.0	October 23, 2017	Chapter 3	Revision of Chapter 3

Table 3.4.7.1: Document Revision History

3.4.8 Appendices

- **SRS** - Software Requirement Specifications
- **SQL** – Structured Query Language
- **HDD** – Hard Disk Drive
- **IDE** – Integrated Development Environment
- **WBS** - Work Breakdown Structure

3.5 Software Design Specifications

3.5.1 Introduction

This section provides an overview of the entire requirement document. This document describes all data, functional and behavioral requirements for software.

3.5.2 Design

Recruitment Management

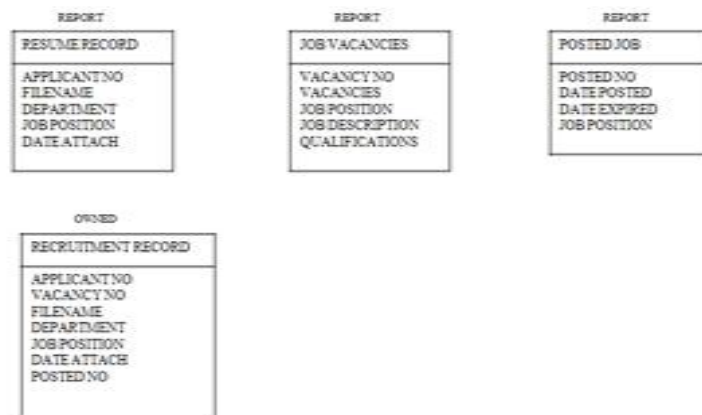


Figure 3.5.2.1 Design: Recruitment Management

Applicant Management

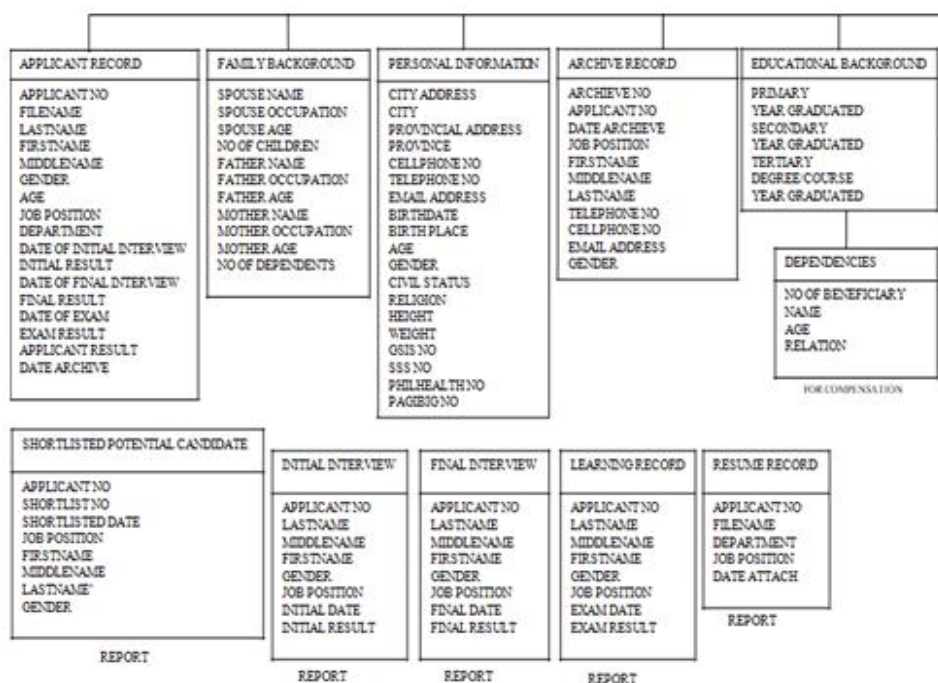


Figure 3.5.2.2 Design: Applicant Management

New Hire on Board

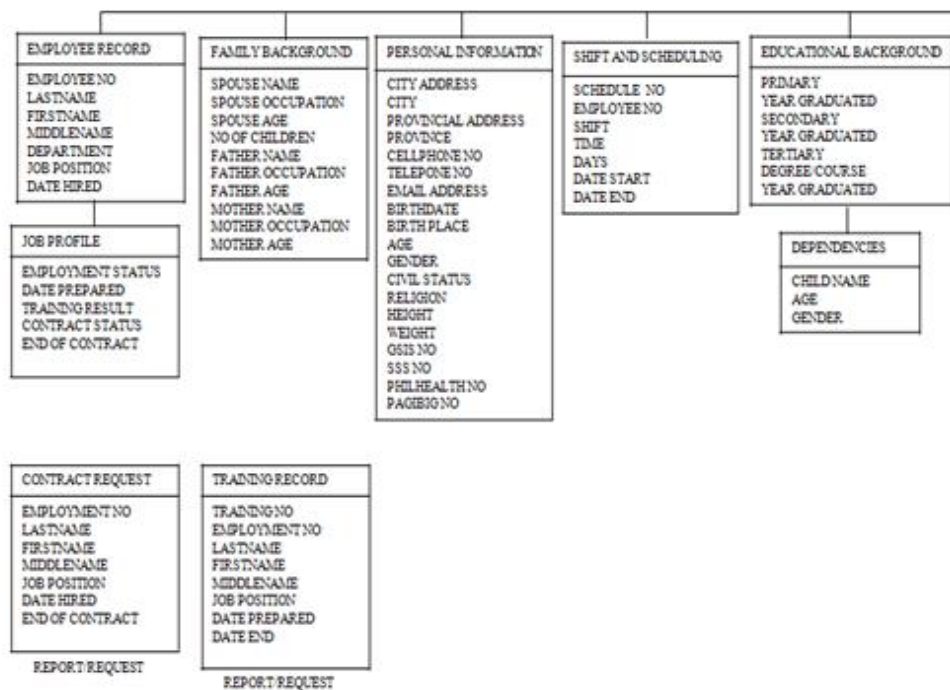


Figure 3.5.2.3 Design: New Hire on Board

Performance Management

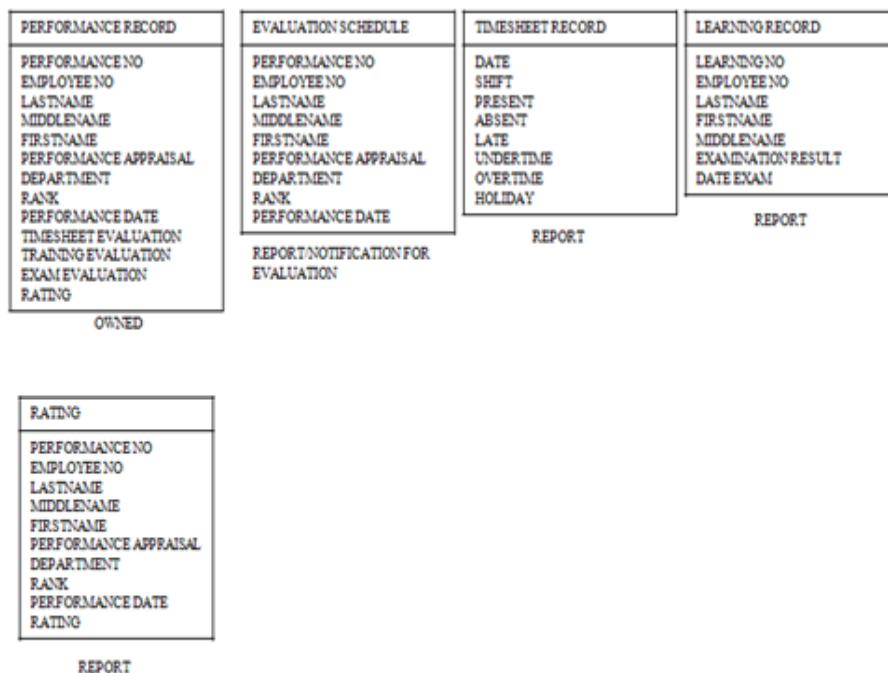


Figure 3.5.2.4 Design: Performance Management

Social Recognition

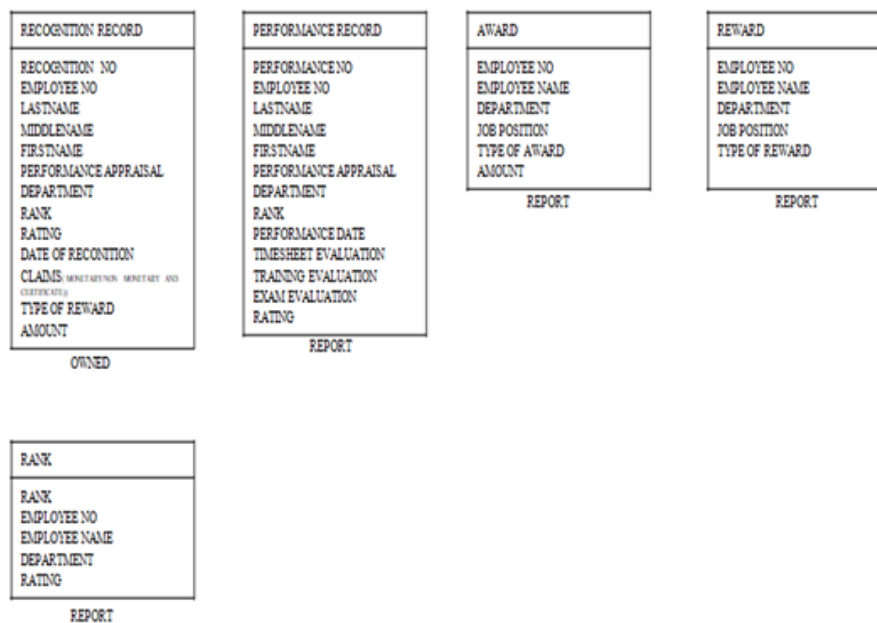


Figure 3.5.2.5 Design: Social Recognition

3.5.4 Create/Read/Update/Delete (CRUD) Matrix

Interaction Analysis

N0.	USER ACTION	Create	Read	Update	Delete
1	Login to the system	---	---	---	---
2	Go to the Human Resources 1	---	Syst em	---	---
3	Attachm ent of Resume	Attach ment for Applic ation	Site Dire ctor y	ID Table	---

*Table 3.5.4.1:Create/Read/Update/Delete
(CRUM) Matrix Interaction Analysis*

3.5.5 Detailed Design

The proposed system design are being simple based on the research about travel and tours process of human resources as the employee understand the process that being give the services that they need to get in the system, and make the company and employee be comfortable.

3.5.5.1 User/ Batch/ Report Design Overview

The Proposed system create reports to the Employees that are using the system and they in-code those information of the human resource of the company and help to organize reports to have the timely and accurate information of the human resources and generate reports for the record of core human of human resources.

3.5.5.2 User Interface Navigation Hierarchy

The figure below show the user interface navigation of the system.

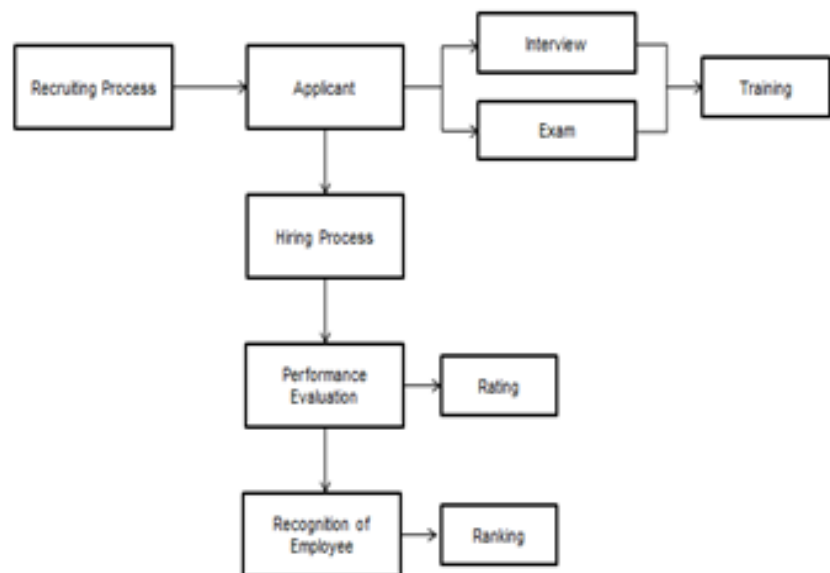
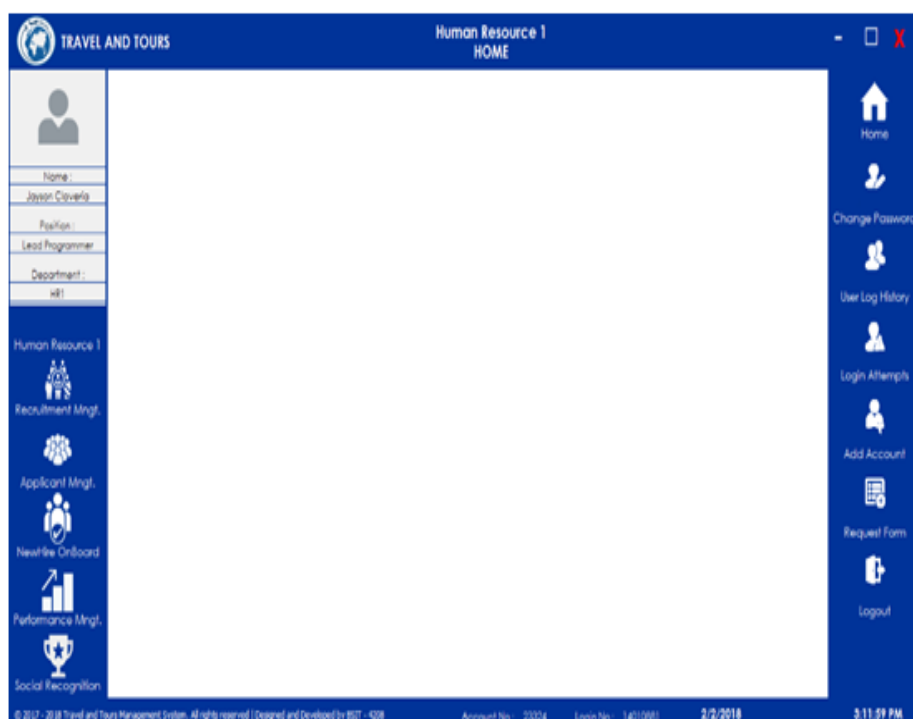


Figure3.5.5.2.1 User Interface Navigation Hierarchy

3.5.5.3 User Interface Functional Screen/ Report and/ or Batch Process

3.5.5.3.1 Main Panel

The figure shows the main panel
of the system.



*Figure 3.5.5.3.1.1 User Interface Functional Screen/
Report and/ or Batch Process (Main Panel)*

3.5.5.3 Recruitment Panel

The figure shows the recruitment panel for recruiting process.

The screenshot displays the 'Recruitment Management' system interface. The top navigation bar includes 'Vacancy/Posting', 'Posted Job List', 'Expired Job', and 'Sent Resume'. The left sidebar contains various management options like 'Recruitment Mngt.', 'Applicant Mngt.', and 'New Hire Onboard'. The main content area is divided into three sections:

- Post a New Job:** A form with fields for Job No (1007), Department (Human Resource), Job Type (Full Time), Job Position (1st Shift HR Representative), Description, Qualification, Salary (Monthly), Date Posted, and End Date. A 'Post' button is at the bottom right.
- Posted Job Table:** A table listing posted jobs with columns: JOB_NO, CATEGORY, JOB_TYPE, and JOB_TITLE. It shows 6 rows of data.
- Vacancy Table:** A table listing vacancies with columns: VACANCY_NO, VACANCIES, and DEPARTMENT. It shows 6 rows of data.

The footer contains copyright information, account details, and the date 3/2/2018.

Figure 3.5.5.3.2.2 User Interface Functional Screen/ Report and/ or Batch Process (Recruitment Panel)

3.5.5.3.3 Applicant Panel

The figure shows the applicant panel for applicant process.

Applicant Management Human Resource 1 HOME

Screening Candidate Applicant Information Schedule Interview Training Archived Request Facility Visitor

Short Listed (Potential Candidates)

Name: Jayson Cloveria

Position: Lead Programmer

Department: HR1

Resume No. 1113

Department

File Name View File

Job Description

Date Attached

Qualification: Qualified

Short Listed Applicant

Search Qualification

QUALIFICATION	RESUME_NO	FILE_NAME	JOB_DESCRIPTION	DATE_ATTACHED
Qualified	1111	C:\Users\User\Desktop	qindapt	Feb 15, 2018
Not Qualified	1111	C:\Users\User\Desktop	qindapt	Feb 16, 2018
Qualified	1112	C:\Users\User\Desktop	qindapt	12/12/12

Attach Resume

Search

RESUME_NO	DEPARTMENT	FILE_NAME	JOB_DESCRIPTION
1111	Human Resource	C:\Users\User\Desktop	qindapt

Save

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Figure 3.5.5.3.3 User Interface Functional Screen/ Report and/ or Batch Process (Applicant Panel)

3.5.5.3.4 New Hire Onboard Panel

The figure shows the new hired onboard panel for the new employee process.

New Hire On Board Human Resource 1 HOME

Employee Record Request Contract Signing Contract

New Hired Record

Name: Jayson Claveria
Position: Lead Programmer
Department: HR1

Employee No. 1101
Last Name Claveria
First Name Jayson
Middle Name F...
Date Prepared 12/12/12
Date Hired 12/12/13
End Of Contract 12/12/12
Status Active

EMPLOYEE_NO	COMPLETE NAME	DATE_PREPARED	DATE_HIRED	END_OF_CONTRACT
1101	claveria jayson f...	12/12/12	12/12/13	12/12/12

Personal Information Family Background Educational Background Job Profile/Deployment Shift and Schedule Requirements

Information

Date of Birth Citizenship
Place of Birth Weight
Address Height
Gender Religion
Civil Status Email

Benefits

GIS No.
Pag-Ibig No.
Philhealth No.
SSS No.

Contact

Telephone No.
Cellphone No.

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Figure 3.5.5.3.4.4 User Interface Functional Screen/ Report and/ or Batch Process (New Hired Onboard Panel)

3.5.5.3.5 Performance Panel

The figure shows the performance panel for the evaluation process of an employee.

Performance Management Human Resource 1 HOME

Employee Performance Evaluation Result Exam Evaluation Training Evaluation

Evaluated Performance

Name: Jayson Claveria
 Position: Lead Programmer
 Department: HR1
 Last Name: Jayson
 First Name: Jayson
 Middle Name: Jayson
 Rating Result:

Save Update

Evaluated Performance Table

PERFORMANCE_NO	EMPLOYEE_NO	LAST_NAME	FIRST_NAME	MIDDLE_NAME	POSITION	EVALUATION
1111	1001	CLAVERIA	JAYSON	JOHN	PROGRAMMER	Training
1112	1002	CLAVERIA	JAYSON	JOHN	ADJON ASSISTANT	Training
1113	1003	CLAVERIA	JAYSON	JOHN	ADJON ASSISTANT	Performance

Evaluation Result Table

PERFORMANCE_NO	EMPLOYEE_NO	LAST_NAME	FIRST_NAME
1101	1212	CLAVERIA	JAYSON
1102	123	CLAVERIA	JAYSON
1103	1213	CLAVERIA	JAYSON

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Figure 3.5.5.3.5.5 User Interface Functional Screen/ Report and/ or Batch Process (Performance Panel)

3.5.5.3.6 Social Recognition

The figure shows the Social recognition panel for the ranking process of an employee.

Social Recognition Human Resource 1 HOME

Employee Recognition Ranking List Award/Report

Employee Recognition

Recognition No: 1
 Employee No:
 Last Name:
 First Name:
 Middle Name:
 Position:
 Department:
 Rating Result:
 Ranking:

Attach Photo

Save Update

Chart

Employee Ranking

mark

Employee Name: Employee1, Employee2, Employee3, Employee4, Employee5

Ranking Table

RECOGNITION_NO	EMPLOYEE_NO	LAST_NAME	FIRST_NAME	MIDDLE_NAME
1	123	CLAVERIA	JAYSON	JOHN
2	123	CLAVERIA	JAYSON	JOHN
3	123	CLAVERIA	JAYSON	JOHN

Performance Evaluated Result Table

EMPLOYEE_NO	LAST_NAME	FIRST_NAME
123	CLAVERIA	JAYSON
1212	CLAVERIA	JAYSON
1213	CLAVERIA	JAYSON

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Figure 3.5.5.3.5.5 User Interface Functional Screen/ Report and/ or Batch Process (Social Recognition Panel)

3.5.6 Technical Architecture

The system technical architectures get the needed features of the proposed system to make it run and easy to access by the employee and clients of the company.

Hardware		
Name	Specification	Description
DDR3	4GB	RAM
Radeon	2GB	Video Card
Sata HDD	500GB	HDD
Intel	Corei3-5005U	Processor

Table 3.5.6.1 Technical Features: Recommended System Requirements (Hardware)

Software		
Name	Version	Description
Windows	10, 64bit	Operating System
SQL Server	2008 R2	Database
Netbeans	8.0.2	IDE
I Reports	Jasper Reports 5.0	Printing Reports

Table 3.5.6.2 Technical Features: Recommended System Requirements (Software)

3.5.6.1 System Architecture

The System requires the recommend system to gathered the system needs

Hardware		
Name	Specification	Description
DDR3	4GB	RAM
Radeon	2GB	Video Card
Sata HDD	500GB	HDD
Intel	Corei3-5005U	Processor

Table 3.5.6.1.1 System Requirements (Hardware)

Software		
Name	Version	Description
Windows	10, 64bit	Operating System
SQL Server	2008 R2	Database
Netbeans	8.0.2	IDE
I Reports	Jasper Reports 5.0	Printing Reports

Table3.5.6.1.2: System Requirements (Software)

3.5.6.2 Technical Architecture Design

Excellent system design is the basis of any effective technical architecture and IT infrastructure. At Travel, we appreciate the value and importance of this crucial stage – so we what's needed to get it right for you. Our experienced systems designers will work closely with you to identify your requirements, capture relevant supporting information and understand your wider business needs. From here, they'll develop a conceptual model that defines the structure, behavior and functionality of your prospective system. This will then allow us to produce a budget, procurement plan, timescales, and proof of concept, pilot schemes and, ultimately, installation and implementation of your IT system.

3.5.6.3 System Development/ Testing Environment

The Proposed System Excel design is the basis of any effective technical architecture and IT infrastructure. At Travel, we appreciate the value and importance of this crucial stage –

so we what's needed to get it right for you. Our experienced systems designers will work closely with you to identify your requirements, capture relevant supporting information and understand your wider business needs from here they'll develop a conceptual model that defines the structure, behavior and functionality of your prospective system. This will then allow us to produce a budget, procurement plan, timescales, and proof of concept, pilot schemes and, ultimately, installation and implementation of your IT system.

3.5.7 Requirements Traceability Matrix

A requirements traceability matrix (RTM) connects requirements to the business needs that initiate the project and the deliverables produced by it. The layout of an RTM involves a row for each requirement and columns for the items to which they are traced, such as business need and deliverable.

3.5.8 References

Document No.	Document Title	Date	Author
1	Competency-Based Recruitment Guidebook, Civil Service Commission	March 2014	Civil Service Commission
2	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	September 2014	Mayra Madria Tulauan
3	Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines	March 2017	Manila Recruitment Limited
4	Applicant Management, Manila recruitment: Headhunting of potential candidates	2012	Ron cullimore, Head of client Services.
5	New hired, Accenture's BPO Story Copyright	2012	Accenture All rights reserved.
6	New hired, On Boarding Employees	Aug 2017	Copyright Profile Asia Pacific
7	Performance Management and Compensation as Drivers of Organization Competitiveness	2015	Pamela F. Resurreccion Faculty
8	Measuring Performance in the Public Sector	August 2016	Magdalena L Mendoza Senior Vice-President, Programs Development Academy of the Philippines
9	The employee's perception of the performance appraisal system of the local government of Iloilo city	September 2013	Copyright CAPADOSA, PHILLIP BERNARD
10	Employee recognition report	2015	Copyright SHRM Globe force Survey

Table 3.5.5.1 Reference

3.5.9 Glossary

- **Specifications** - An act of describing or identifying something precisely or of stating a precise requirement.
- **Interface** - A device or program enabling a user to communicate with a computer.

3.6 Test Specifications and Procedures

3.6.1 Scope

3.6.1.1 System Overview

Travel and Tours a commercial enterprise where a traveler can secure information and expertise, get impartial counseling, and make arrangement to travel by air, sea or land to any point in the world.

Human Resource 1 (HR1) is composed of Recruitment Management, Applicant Management, New Hire on Board, Performance Management and Social Recognition.

Recruitment management is the process of finding and posting of a job opening that a possible candidate can took online timely and cost effective manner. Recruitment system

could help the companies by posting their job vacancies, requirements needed for the job and attracting candidate to that job. Recruitment system provides the solutions to the company's problem about their recruitment process.

Applicant Management handles all the requirements and important details about the applicant that the company recruited. Applicant management manages applicant flow, interview and evaluating the candidates.

New hired onboard a new employee can have knowledge about the organization. New hired onboard system is composed of the contract signed by the employee, new hire orientation about the company, schedules of training should be attend and the employee shift and time schedule. New hired onboard system help the process of the company struggle with the on boarding process of new employees.

Performance Management a system that can use to appraise, recognize and

properly executed the performance of the employee morale.

Social Recognition is the process of giving appreciation to the work of employee in a company. Social recognition monitors the performance of the employee by a system that integrates to the performance management to help improve the process of giving recognition to every employee.

3.6.1.2 Overview

Human Resource 1 (HR1) is composed of Recruitment Management, Applicant Management, New Hire on Board, Performance Management and Social Recognition.

3.6.1.3 Performance Testing

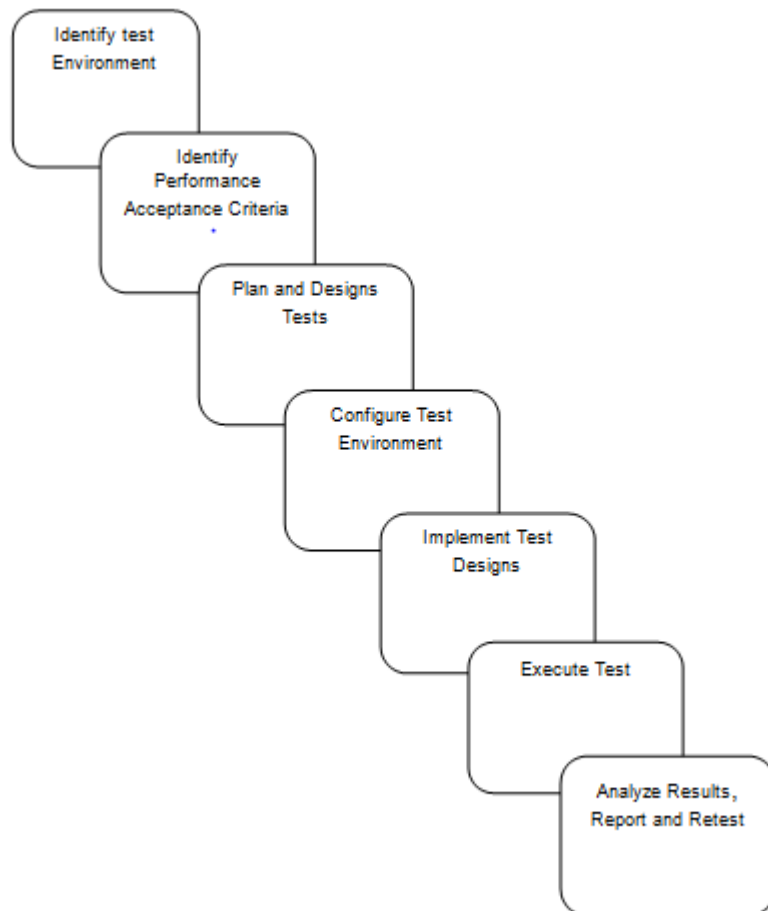


Figure 3.6.1.3.1: Performance Testing

3.6.1.4 Security Test and Evaluation

- **Security reviews** – A security review is a collaborative process used to identify security-related issues, determine the level of risk associated with those issues, and make informed

decisions about risk mitigation or acceptance.

- **Vulnerability scanning** –
A vulnerability scan detects and classifies system weaknesses in computers, networks and communications equipment and predicts the effectiveness of countermeasures.
- **Penetration testing** - (also called pen testing) is the practice of testing a computer system, network or Web application to find vulnerabilities that an attacker could exploit.

3.6.1.5 System Compatibility Testing

The system is Compatible with Any Operating system, the system can be used. The System running on java Netbeans with database of MSsql 2008r2.

3.6.2 Referenced Documents

3.6.2.1 Regulatory References

Document No.	Document Title	Date	Author
1	Competency-Based Recruitment Guidebook, Civil Service Commission	March 2014	Civil Service Commission
2	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	September 2014	Mayra Madria Tulauan
3	Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines	March 2017	Manila Recruitment Limited
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6	New hired, On Boarding Employees	Aug 2017	Copyright Profile Asia Pacific
7	Performance Management and Compensation as Drivers of Organization Competitiveness	2015	Pamela F. Resurreccion Faculty
8	Measuring Performance in the Public Sector	August 2016	Magdalena L Mendoza Senior Vice-President, Programs Development Academy of the Philippines
9	The employee's perception of the performance appraisal system of the local government of Iloilo city	September 2013	Copyright CAPADOSA, PHILLIP BERNARD
10	Employee recognition report	2015	Copyright SHRM Globe force Survey

Table 3.6.2.1.1 Regulatory References

3.6.2.2 Document References

Document No.	Document Title	Date	Author
1	Competency-Based Recruitment Guidebook, Civil Service Commission	March 2014	Civil Service Commission
2	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	September 2014	Mayra Madria Tulauan
3	Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines	March 2017	Manila Recruitment Limited
4	Applicant Management, Manila recruitment: Headhunting of potential candidates	2012	Ron cullimore, Head of client Services.
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6	New hired, On Boarding Employees	Aug 2017	Copyright Profile Asia Pacific
7	Performance Management and Compensation as Drivers of Organization Competitiveness	2015	Pamela F. Resurreccion Faculty
8	Measuring Performance in the Public Sector	August 2016	Magdalena L Mendoza Senior Vice-President, Programs Development Academy of the Philippines
9	The employee's perception of the performance appraisal system of the local government of Iloilo city	September 2013	Copyright CAPADOSA, PHILLIP BERNARD
10	Employee recognition report	2015	Copyright SHRM Globe force Survey

Table 3.6.2.2.1: Document References

3.6.2.3 Project Specific Document References

Document No.	Document Title	Date	Author
1	Competency-Based Recruitment Guidebook, Civil Service Commission	March 2014	Civil Service Commission
2	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	September 2014	Mayra Madria Tulauan
3	Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines	March 2017	Manila Recruitment Limited
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6	New hired, On Boarding Employees	Aug 2017	Copyright Profile Asia Pacific
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8	Measuring Performance in the Public Sector	August 2016	Magdalena L Mendoza Senior Vice-President, Programs Development Academy of the Philippines
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10	Employee recognition report	2015	Copyright SHRM Globe force Survey

Table 3.6.2.3.1 Project specific Document Reference

3.6.2.4 Commercial Documents References

Document No.	Document Title	Date	Author
1	Competency-Based Recruitment Guidebook, Civil Service Commission	March 2014	Civil Service Commission
2	Perceived Effectiveness of the Recruitment and Selection Process for Uniformed Personnel of the Philippine National Police	September 2014	Mayra Madria Tulauan
3	Applicant Management, Manila Recruitment Establishing Applicant teams In Philippines	March 2017	Manila Recruitment Limited
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9	The employee's perception of the performance appraisal system of the local government of Iloilo city	September 2013	Copyright CAPADOSA, PHILLIP BERNARD
10	Employee recognition report	2015	Copyright SHRM Globe force Survey

Table 3.6.2.4.1 Commercial Document Reference

3.6.3 Test Specifications and Procedures

3.6.3.1 Features to be tested

- **System Security Login** – 3 attempts system lock for 60 seconds / 5 attempts system exit
- **Text Field** – Limit for 20 characters, accept text only.

3.6.3.2 Features not be tested

Features	Business Scenarios
Resume	Business Scenarios
Attachment	NOT Being Tested
being Tested	

Table 3.6.3.2.1 Features not be Tested

3.6.3.3 Approach Refinements

- **Connection (date time) Starting**
Connection (date time) Running
- **HR Receiving Images** Connection (date time) Running
- **HR Import Received** Images from
Application Entity Name Connection (date time) Exiting

- **HR Import Received** Images from Application Entity Name Connection (date time) Abort
- **HR Import Received** Images from Application Entity Name

3.6.3.4 Features Pass/Fail Criteria

Featured	Test Case ID	Pass Criteria
Basic TP Connection	1	node is alive
Basic Association Establishment and image transfer (SCU role)	2	HR Import Received : n Images from Application Entity Name
Association Abort	3	DICOM transfer aborted error message
Boundary Behavior - Resource boundary	4	Disk full error condition.

Table 3.6.3.4.1: Features Pass/Fail Criteria

3.6.3.5 Input Specification

Recruitment Management

- **Job Vacancy** -Vacancy No, Vacancies, Job_Position, Job_Description, Qualifications, Category, Job_Type,

Title, Description, Salary, Start_Date,
 Posted_No, Date Posted, Date_Expired,
 Job_Postition, Job_No,, Salary.

Applicant Management

- **Applicant Information** - Applicant_No,
 Job_Title, First_name, Middle_name,
 Last_name, Address, Civil_Status,
 NationalityProvince, Gender, Religion,
 Age, Email, Contact_No, Telephone_No
- **Schedule for initial Interview** –
 Job_Description,Date_initial_Interview,
 Resume_No, First_name, Last_name,
 Middle_name, Date_Attach
- **Schedule for final Interview** –
 Job_Description,Date_final_Interview,
 Resume_No, First_name, Last_name,
 Middle_name, Date_Attache
- **Schedule for exam** – Job_Description,
 Date_exam, Resume_No,First_name,
 Last_name, Middle_name,Date_Attache
- **Short Listed (Potential Candidate)** –
 Resume_No,Job_Description,First_Nam

e,Last_Name,Middle_Name,Date_Attached

- **Archived** – Resume_No, Job_Description, First_Name, Last_Name, Middle_Name, Date Attached

New Hired Onboard

- **New Hire Employee Information** – Employee_ID, Last_Name, First_Name, Middle_Name, Status, Date_Prepared, Date_Hired, end_of_Contract, Date_of_birth, Place_of_birth, Address, gender, civil_status, citizenship, GSIS_no, Pagibig_no, Philhealth_no, SSS_no, Email_address, Cellphone_no, telephone_no, weight, height, religion, spouse_name, occupation, age, no_of_children, father_name, father_occupation, father_age, mother_name, mother_occupation, mother_age,
- **Educational Background** – Elementary, Year_graduated, secondary,

year_graduated, tertiary, degree_course,
year_graduated

- **Job Profile** – Employment_status,
Job_position, Department, Contract_status,
Traning_result, shift, time, days

Performance Management

- **Performance Record** – Performance_No,
Employee_ID, Last_name, First_name,
Middle_name, Position, evaluation,
monthly_evaluation, quarterly_evaluation,
annually_evaluation, training_result,
training_date, exam_result, exam_date,
employee_rate
- **Schedule for Interview** – Job_Description,
Date_Interview, Resume_No, First_name,
Last_name, Middle_name, Date_Attache
- **Evaluation Result** – Performance_no,
Last_name, First_name, Middle_name,
Evaluation_date, Position, Rating_result

Social Recognition

- **Recognition Record** – Recognition_no,
Employee_no, Last_name, First_name,

Middle_name, Job_position, Rating,
Ranking

- **Request Approval** – Recognition_no, employee_ID, Last_name, First_name, Middle_name, Description, rating, position, rank, date
- **Reports** – Recognition_no, employee_ID, Last_name, First_name, Middle_name, Department, position, ranking, total_rating
- **Recognition Date** – Award, amount, approve_date, approve_by

3.6.3.6 Output Specifications

The System shall display in table format the following inputs that the user's filled up after clicking the button and a dialog box will appear if the inputs is already saved or encountered some error and tell where the particular error occurred during the saving process.

3.6.4 Environmental Needs

3.6.4.1 Hardware

Hardware		
Name	Specification	Description
DDR1	2GB	RAM
Radeon	512MB	Video card
Intel	I3 , 2.4ghz	Processor
SataHDD	160GB-320GB	HDD
Intel	Core2dDuo	Processor
Netgear	10 Slots	Network Switch
CAT5E	5Meters, Straight	UTP Cable With RJ45

Table 3.6.4.1.1Hardware

3.6.4.2 Software

Software		
Name	Specification	Description
SQL Server	2008 R2	Database Engine
Netbeans	8.0.2	IDE
IReports	Jasper Reports 5.0	Printing Reports

Table 3.6.4.2.1 Software

3.6.4.3 Other Needs

Operating System		
Name	Specification	Description
Windows	7, 64bit	Operating System

Table 3.6.4.3.1 Other Needs

3.6.5 Test Cases

Test Case ID: Test1		Test Designed by: HR1	
Test	Priority	Test	Designed date:
(Low/Medium/High): Med		September 18,2017	
Module Name: HR1		Test Executed by: Rocky Steven Cabañeros	
Test Title: Verify login with valid username and password		Test Execution date:	
		September 29,2017	
Description: Test the login frame of system			

Table 3.6.5.1 Test Case

Chapter 4 Test Result and Discussion

4.1 Summary Findings

A. System Test Scenario

4.1.1 Recruitment Management

Activity	State	Case Scenario	Processes
job posting	Adopted	Posting Job vacancies thru online	<p>Process: Job posting</p> <p>Procedure:</p> <ul style="list-style-type: none"> Job vacancies updated by core human capital can be post thru online by clicking the button that has the function to post the job vacancies on the website
Attachment of resume	Outsider	Applicant could attach their resume	<p>Process: Attaching resume thru email</p> <p>Procedure:</p> <ul style="list-style-type: none"> The applicant will search for their desire job position in the job criteria. Which were the job position, job description and qualification are posted, after choosing a job the applicant will send a resume thru their email that addresses the company.

Table 4.1.1 A. System Test Scenario (Recruitment Management)

4.1.2 Applicant Management

Activity	State	Case Scenario	Processes
Shortlisting of resume	Adopted	Potential candidate will be shortlist	<p>Process: The attach resume from recruitment will be seen by applicant management</p> <p>Procedure:</p> <ul style="list-style-type: none"> Applicant management is responsible in short-listing of resume/candidate that has the potential for the job.
Scheduling of interview and exam	Insider	Notify the applicant for their scheduled interview	<p>Process: The system will send the applicant a confirmation of his/her interview schedule</p> <p>Procedure:</p> <ul style="list-style-type: none"> System have the ability to send a message thru e-mail to the candidate for an interview Manual input of applicant record
Archived resume	Inside	failed applicant will archived their resume	<p>Process: The resume will be send to document management</p> <p>Procedure:</p> <ul style="list-style-type: none"> Send the file to document management to store the resume of applicant that been pass the exam but refuses the offer, when time comes the archived candidate will be choose if needed.
Training of employee	Insider	Requesting training management to train a new employee	<p>Process: Request for training and updating training results</p> <p>Procedure:</p> <ul style="list-style-type: none"> After requesting a training the training management will update the training result of the employee

Table 4.1.2 A. System Test Scenario (Applicant Management)

4.1.3 New Hired Onboard

Activity	State	Case Scenario	Processes
Deployment	Adopted	Deployment of approved new employee to hire	Process: Approved to hired Procedure: <ul style="list-style-type: none"> From core human capital the record of a new employee that been approved to hire and ready for deployment will be view to prepare for training
Contract signing	Insider	Requesting a contract	Process: Monitoring of employee who not been signed the contract and those who already signed the contract Procedure: <ul style="list-style-type: none"> After requesting a contract, legal management will send back a PDF file contract that will be print out and signed to the employee. The signed contract (hard copy) will be given to document management
Shift and Scheduling	Adopted	Creating a shift and schedule of the new employee	Process: Shift and schedule is given to the employee Procedure: <ul style="list-style-type: none"> The schedule and shift given are base on the job position and department

Table 4.1.3 A. System Test Scenario (New Hired Onboard)

4.1.4 Performance Management

Activity	State	Case Scenario	Processes
Evaluation	Insider	Evaluation of timesheet, training and exam of the employee	<p>Process: The record of training, exam and timesheet will be given to performance management</p> <p>Procedure:</p> <ul style="list-style-type: none"> There will be a schedule for evaluation monthly, quarterly and annually it will notify the job position and department for them to prepare.
Rating	Insider	Rating employee base on their evaluation	<p>Process: Employee will be given a grade of 10 is the highest and 1 is the lowest</p> <p>Procedure:</p> <ul style="list-style-type: none"> Base on the evaluation the grade of employee will manually input in the record that been save in a database.

Table 4.4 A. System Test Scenario (Performance Management)

4.1.5 Social Recognition

Activity	State	Case Scenario	Processes
Ranking	Insider	Ranking of employee	<p>Process: Performance management will give the record of employee's performance</p> <p>Procedure:</p> <ul style="list-style-type: none"> Ranking of employee will base on the employee's Performance
Approval of award	Insider	Awarding the employee base on their rank	<p>Process: Choosing award that appropriate to the given rank on the employee</p> <p>Procedure:</p> <ul style="list-style-type: none"> The record of employee that been recognized will be given to core human capital for approval. The approved recognition will be given to claims and reimbursement for claiming.

Table 4.1.5 A. System Test Scenario (Social Recognition)

B. Integration test

4.2.1 Human Resources 1

Activity	State	Case Scenario	Process
Job Vacancies	Adopted	Posting Job vacancies thru online	Post the job vacancies that been given by core human capital
Resume attachment	Outsider	Applicant attach their resume	Thru email the applicant can attach resume address the company
Request for exam	Insider	Scheduling the applicant for exam	Applicant take exam
Examination result	Adopted	Viewing results of	learning management update the result of exam
Request for training	Insider	Prepare the employee for training	For the training of employee
Training result	Adopted	Viewing results of	Update the training result of the employee
Contract	Adopted	For signing	PDF file contract will send to print out and signed by employee
Signed contract	Insider	Monitoring of contract	Update the record
Request for recognition approval	Insider	Notify approval for	Approval request

Table 4.2.1 B. Integration Test (Human Resources 1)

Chapter 5 Conclusion and Recommendation

5.0 Conclusion

The propose system aim to provide the need which is the problem from the other system. The process of our system is properly integrated to the other sub module where in the other functionalities and process need are executed correctly base on the business process. The gather information and problems that helps the project to understand of what should do or what are the solution would made to create a system with the accurate process are done to this project.

5.1Recommendation

As a Developer our team is highly recommended to use and implement our newly developed system because the industry needs a faster, easy to use and reliable system in order to do and manage every single task at a given time, the system that team's developed is a sustainable and well-maintained system, although there's certain thing that is really need to improve such as the features the overall function, process and transaction of the developed system is definitely relevant to what most of the current companies needed because the team's goal is to provide a better system that could sustain a maintainable help for everyone so the user could able to do their tasks with a simple method and friendly-user interface And before we developed the system we made so

much effort such as gathering of information, interviews and analysis to help us make a proper decision and what certain things that is need for improvement, And in the present day, the team is still finding, researching and gathering any useful information to make the development of system more useful to almost everyone As of now the system is currently able to use and as a developers we highly recommended to use our developed system since it has a basic and fundamental function that every companies, agencies etc. needed.

5.2 Business Continuity & Disaster Recovery Plan

Planning to develop a useful system seems to be a rough way because of the risks, problems, and limitations such as the cost, time, resources and plans, before we succeed on the developed system the team has encountered so much trouble such as the ideas, there's so much ideas had been tackled on meetings because of those ideas the team is literally having hard times what to follow there's a bad discussion due to a disagreement on idea of someone that's why it's a bit struggle to develop a system second is the resources due to a limited resources that we have the team is not capable to take a seminars, interview because it is a bit expensive that the team cannot provide so in able to succeed we think about the alternative way to conduct an interview such as calling for a help of our friends to help us able to conduct even at

least a simple interview and gathering of information and data, lastly is the time frame, because of the delays of other activity that causes of lack and resources, the system seems to have a slow progress but it's not became a hindrance for the team as a developer to provide a useful system that will service current and future generations.