

# PROJECT SYNOPSIS DOCUMENT

## Employee Task Management System

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### 1. Introduction

In modern organizations, efficient management of employee work is essential for productivity, coordination, and organizational growth. Many small and medium-scale organizations still rely on traditional methods such as spreadsheets, emails, registers, or verbal communication for assigning and tracking tasks. These approaches often result in confusion, missed deadlines, lack of accountability, and difficulty in monitoring employee performance.

The **Employee Task Management System** is a web-based application developed using **PHP and MySQL** that provides a structured and centralized platform for managing employee tasks. The system enables administrators to assign tasks, set deadlines, and monitor progress, while employees can view their assigned tasks and update their status.

The system enhances communication between management and staff, reduces manual effort, and ensures organized workflow management.

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### 2. Objectives

The main objectives of the project are:

1. To develop a centralized task management platform
2. To assign tasks to employees efficiently
3. To monitor task progress and completion status
4. To reduce manual paperwork and communication gaps

5. To improve employee accountability and productivity
  6. To maintain records of tasks and performance history
  7. To provide secure login access for admin and employees
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### **3. Problem Statement**

Many organizations manage employee work using informal methods such as emails, phone calls, or manual registers. These methods lead to several problems:

- Tasks are forgotten or delayed
- No proper tracking of work progress
- Difficulty in monitoring employee performance
- Lack of transparency in task handling
- Time-consuming report preparation

Therefore, a digital system is required that allows real-time task monitoring and organized management.

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### **4. Scope of the Project**

The system can be used in:

- Offices
- Companies
- Educational institutions

- Startups
- Any organization with multiple employees

## Future Enhancements

- Mobile application integration
  - Email notifications
  - Performance analytics dashboard
  - Attendance management integration
  - File sharing system
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## 5. Technology Used

Component	Technology
Frontend	HTML, CSS, JavaScript, Bootstrap
Backend	PHP
Database	MySQL
Server	XAMPP / WAMP
Browser	Chrome / Edge / Firefox

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## 6. Modules of the System

### 6.1 Admin Module

- Admin login authentication
- Add, edit, and delete employees
- Assign tasks to employees
- Set deadlines and priorities
- View task reports
- Track employee performance

## **6.2 Employee Module**

- Secure login
- View assigned tasks
- Update task status (Pending / In Progress / Completed)
- Add remarks/comments
- View deadlines

## **6.3 Task Management Module**

- Task creation
- Task updating
- Task history tracking
- Status management

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# **7. System Features**

- Role-based login system
  - Task assignment and tracking
  - Deadline reminders
  - Progress status updates
  - Performance monitoring
  - Centralized database
  - User-friendly interface
  - Secure authentication
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## 8. Database Overview

The system uses a relational database containing the following main tables:

- **Admin Table** – stores admin login credentials
- **Employee Table** – stores employee details
- **Task Table** – stores assigned tasks and deadlines
- **Task Status Table** – stores progress updates and remarks

The database maintains complete records of employees, tasks, deadlines, and performance tracking.

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## 9. Advantages

- Reduces manual errors

- Saves time
  - Improves communication
  - Enhances productivity
  - Easy record maintenance
  - Better decision making
  - Real-time monitoring
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## 10. Conclusion

The **Employee Task Management System** provides an efficient and reliable solution for managing employee work in an organization. It replaces traditional manual methods with an automated web-based system that improves transparency, accountability, and productivity.

This project demonstrates the practical implementation of web technologies such as PHP and MySQL in developing real-world business applications.