** MINISTRY OF EDUCATION AND TRAINING**

**FPT UNIVERSITY**

Capstone Project Document

Outsourcing HRM

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| **Capstone Project code** |  |

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# Report No. 1 Introduction

## Project Information

* Project name: **Outsourcing HRM**
* Project Code:
* Product Type: **Website**
* Start Date: **May 11th, 2015**
* End Date:

## Introduction

You often see phrases like these in the annual reports of major businesses: "Our people are our greatest asset", "Nothing is more important than our employees".

Effective human resource management has become more important in recent times. Here are some reasons why: people are the critical resource in the quality and customer service level of any service business, competitiveness requires a business to be efficient and productive – this is difficult unless the workforce is well motivated, has the right skills and is effectively organized.

For a medium and small enterprises software company, the selection of appropriate employee‘s skill and interest for each project will bring high-effective. It’s a determining factor directly to the capability of project’s success. Therefore, “Human resource management” is indispensable.

Many people think that the main task of Human Resources is to source and employ new talent. Moreover, the truth is that most HR activities revolve around retaining existing talent.

As a result, if a business is to be successful and achieve its objectives, then it needs to manage its human resources effectively. So step forward "human resource management" system!

In other words, HRM is about how people are managed by a business in order to meet the strategic objectives of the business. The functional objectives set for HRM need to be consistent with the corporate objectives.

## Current Situation

Below are some human resource managements:

* Nowadays, most HRM system applies only to specific company with specific functions to that company. To be able to manage human resource efficiently, software engineers need a specialized system about human resource software for software companies.
* The transmission of experiences from previous projects is accomplished from people to people. Sometimes difficulties in communication will reduce the amount of information needed for fellow colleagues.
* Nowadays system is just a basic human management through number of manual processes by handwork. Works like hiring new employees, input employee information …. Still be done by input data through papers.

## Problem Definition

Below are the disadvantages of current HRM system:

* Skill & Interest: Nowadays system still can’t effectively use the combined skill and interest of staff for appropriate projects or significantly increase productivity and capability of project’s success.
* Project Knowledge Management: The experiences from previous projects are essential but majority still have done by training. The integration of knowledge into system which will improve the efficiency of project.
* Recruitment: Recruiting new employees require many processes, some handwork will take time and force. An automatic profile creation system for employees would save manager a lot time and effort*.*

## Proposed Solution

System will suggest employee for each project, as well as manage application form and experiences from previous projects.

### **Feature functions**

* System automatically suggest people that criteria consistent with specific conditions of the project.
* Manager, Leader, Engineers could hand down experiences of projects as a reference documents to support future projects.
* System stores the application form, interview‘s result for manager, director that they may review again for hiring.
* Manager, director are able to review or create as well as manage employee profile, project.

### Advantages and disadvantages

The advantages and disadvantages of the proposed solution:

* Advantages:
* With automatic system suggest
  + - Saving energy and time for manager to easily select employees for each project base on automatic system suggest.
    - Each employee will be assigned on projects matching their skills and interests.
    - Productivity of project will be increased.
* With experiences from storage system
* The employee can refer experiences from previous projects.
* With application form management system
* Manager, Director can review the stored application form for hiring.
* System automatically matching the data in order to create new employee profile.
* Disadvantages:
* System only suggests these criteria: skill and interest. It can’t control in term of specific staff’s time.
* Storage system experiences can only save each project under text form. It can’t support text of project content to be searched.
* System can’t confirm if user information is correct.

## Functional Requirements

Function requirements of the system are listed as below:

### Employee Management

* Manager, director can manage employee profiles.
* Manager, director can evaluate employee performance.
* Director can change the salary and title of employee.
* Manager can change employee’s role.

### Project Management

* Manager, director can manage project information.
* System provides feedback templates for customer.
* Manager can select and assign employee into project through employee list was suggested.

### Suggestion Mechanism

* System implements matching and give suggestion about employee for each specific project.

### Recruitment Management

* System stores information application form and interview’s result.
* Director can approve application form and system automatically creates employee profiles.

### Project Knowledge Management

* System allows manager to upload knowledge from previous project.
* Admin can manage knowledge.
* Employee can search and refer knowledge has been uploaded.

## Role and Responsibility

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Table 1: Roles and Responsibilities