** MINISTRY OF EDUCATION AND TRAINING**

**FPT UNIVERSITY**

Capstone Project Document

Outsourcing HRM

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| **Group 7** | |
| **Group members** | Nguyen Thi Xuan Mai – Team Leader – SE60910  Le Minh Hoang– Team Member - SE60937  Nguyen Huu Phuoc– Team Member - SE61138  Ngo Trac Kien– Team Member - SE61016 |
| **Supervisor** | Mr. Lai Duc Hung |
| **Ext. Supervisor** | N/A |
| **Capstone Project code** | OHRM |

-Ho Chi Minh City, 05/2015-

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# Table of Contents

[Table of Contents 4](#_Toc419276421)

[List of Tables 4](#_Toc419276422)

[Report No. 1 Introduction 5](#_Toc419276423)

[1. Project Information 5](#_Toc419276424)

[2. Introduction 5](#_Toc419276425)

[3. Current Situation 5](#_Toc419276426)

[4. Problem Definition 5](#_Toc419276427)

[5. Proposed Solution 6](#_Toc419276428)

[5.1 Feature functions 6](#_Toc419276429)

[5.2 Advantages and disadvantages 6](#_Toc419276430)

[6. Functional Requirements 6](#_Toc419276431)

[6.1 Employee Management 7](#_Toc419276432)

[6.2 Project Management 7](#_Toc419276433)

[6.3 Suggestion Mechanism 7](#_Toc419276434)

[6.4 Recruitment Management 7](#_Toc419276435)

[6.5 Project Knowledge Management 7](#_Toc419276436)

[7. Role and Responsibility 7](#_Toc419276437)

# List of Tables

[Table 1: Roles and Responsibilities 7](#_Toc377162038)

# Report No. 1 Introduction

## Project Information

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

## Introduction

Along with the development and growing size of the outsourcing company, human resource management for each project is important.

Human resource management in an outsourcing software firm isn’t simply as manage staff but also ensure to assign work for staff with right skills and interests for the appropriate projects.

Thus the development of specialized management system for human resource involve in specific projects are needed.

OHRM is a system like that. It helps to reduce the pressure management for managers and improve the productivity of works of employee’s project.

## Current Situation

Below are some human resource managements:

* Nowadays, there are a lot human resource management systems in different fields are available on internet and users can easily use it but for outsourcing field it still may not have it yet.
* Some companies develop management system but only internal employees can use it like Fsoft company... The systems provide management specialized functions in outsourcing HRM software such as employee records and assign employees into projects … But there are still some limitations.

## Problem Definition

Below are the disadvantages of current OHRM system:

* The request recruitment for a project or receive the evaluation from customer … Still be done through email.
* System can’t suggest employees with right skills and interests for appropriate project.

## Proposed Solution

System will provide functions that focus on outsourcing resource management‘s efficiency, manage resource for each specific project, sharing experience system …..

### **Feature functions**

* System suggest people that criteria consistent with specific conditions of the project.
* Manager can establish human resource for project that they are involved.
* Director can approve the request from manager.
* Human resource department can select employees and assign them base on the request of manager.
* Manager, Leader, Engineers could hand down experiences of projects as a reference documents to support future projects.
* Admin can manage employee and customer’s account.
* Customer can feedback

### Advantages and disadvantages

The advantages and disadvantages of the proposed solution:

* Advantages:
* With 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 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 manage over time works.

## 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.

### Project Management

* Manager, director can manage project information.
* System provides feedback form 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

* Manager send their request base on new project’s requirement for HRM department.
* Director approve Human resource request of manager.

### Project Knowledge Management

* Employee can upload knowledge from previous project.
* Employee can discuss knowledge has been uploaded.

## Role and Responsibility

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| --- | --- | --- | --- | --- |
| No | Full Name | Role | Position | Contact |
| 1 | Lai Duc Hung | Project Manager | Instructor | hungld@fpt.edu.vn |
| 2 | Nguyen Thi Xuan Mai | Developer | Leader | Maintxse60910@fpt.edu.vn |
| 3 | Le Minh Hoang | Developer | Member | HoangLMSE60937@fpt.edu.vn |
| 4 | Nguyen Huu Phuoc | Developer | Member | PhuocNHSE61138@fpt.edu.vn |
| 5 | Ngo Trac Kien | Developer | Member | KienNTSE61016@fpt.edu.vn |

Table 1: Roles and Responsibilities