

## Consulting Organization

### OBJECTIVE:

Consulting.Org is a web-based application for primarily providing Services to Companies who hire Consultants from vendors/suppliers.

The objective of this application is to reduce administrative costs by automating the workflow.

Timesheet management can be completely automated using this application.

### Proposed Application

This Application is useful for preparing the timesheets, which are entered by the consultants. Time sheet consists of company and project details and for each task like coding, design, testing, and documentation etc, the number of hours they worked throughout the week. Consultants having the permission to enter the time sheet. Also can check different types of reports based on project or client wise. These entered Time sheets can be approved or rejected by the manager (approver).this approving the time sheets is done by manager at the end of week by selecting option called week ending dates. At the manager's login there are reports based on different search criteria. To maintain the details of users, projects, consultants, permission to login users and define the new roles can be done at administrative tasks. This application is maintaining three types of logins consultant, manager and administrator. Consultant can act as timesheet entry or expense sheet entry. Manager role is to approve the time sheet or expense sheet. And admin maintain all the details of consultants, managers, projects and roles. This reduces administrative costs for the company side.

### Current application implements the following features

- Creation of time Sheet
- Searching and modification of time sheet
- Approval and Rejection/revoking of time sheet
- User Maintenance
- Administering Users, Roles, Privileges, Companies etc

### BACKGROUND:

The Compliance services application is a web-based application for primarily providing Services to Companies who hire Consultants from vendors/suppliers. The main aim of this application is to Reduce Administrative costs by automating the workflow (via Web) taking place between the people on the Company-side and the people on the vendor-side and the hired Consultants.

### Problems in Existing System

- Existing system has tracking of time sheet information manually. It is a laborious process to track the work done by each and every individual in the organization.
- Hourly tracking of work is not possible in manual process.
- If the work has to be handed over to another person, keeping track of work done by the previous person and then tracking of task of the new person is a difficult job.

### Future Scope of the Project

The project has met the standards required to prepare the timesheets by consultants, these approved by managers. For companies there are number of reports on different search criteria. And also maintained administrative tasks like creating new consultants info and project details. Also different permission sets defined. If the business logic remains same the project can be ported to any Company with minor changes in the working procedure of the project. The project can be used as an availability to develop a project for a different company with different business logic wherein the commonalties in certain areas remain the same at any business level. By using the common features in future development the development time as well as the cost of development can be decreased considerably.

### Conclusion of the System

The "COMPLICANCE SERVICES" has been successfully completed. The goal of the system is achieved and problems are solved. The package is developed in a manner that it is user friendly and required help is provided at different levels.

The project can be easily used in the process of decision-making. Different types of reports can be generated which help the management to take correct decision and reduce the time delay which automatically increases the company's work standards as well as the economical state of the company.

This system never decreases the manpower but helps the development of available manpower and optimizes the manpower by which company's standards and capabilities can be scaled to higher dimensions.

## FUNCTIONAL REQUIREMENT:

### Module Description

The Project Compliance services System is the web-based application, which deals exclusively the Time Sheet of the Consultant, Manager, Administration of the particular company. This project even deals with Expense sheet also , but presently we deal only with the Time Sheets of the employee or consultant worked on a particular project for a week. It basically list outs the Consultants, Projects and the Manager 's working for the Company and for which projects they are working for. It even ease the task of the company to review the work efforts of each employee for each work and even reveal the productive work done by them. The company can even assess the project status by looking at the Time Sheet globally, as the user can type his daily time sheet sitting at his place and logging into this site through net. Once the user (may be a Consultant / Administrator / Manager) logs on to the net and browse the site Compliance services and write the Time sheet daily or once in a week, that would be reflected to the database once in a week and that would be reviewed by his manager sitting any where and estimate the productive work done by him for the complete week. The company will be able to view the entire work done by the employees sitting anywhere on the net. Hence this project is very useful for every software companies; this project even involves a middle tier like a ebiz server which acts as a middle ware to the company. Once the user enter to into the site and logs on with his username and password and enters his time sheet for that day or he may enter the whole time sheet for a week, once the user enters for a week then only the data will be entered into the database through ebiz server, till then the data will be stored as an xml document on the server. Hence this is the mechanism involved in the project. It is very useful to the companies to maintain the information of the status of every projects and consultants.

### Consultant Module

Once the User clicks on the Consultant, he will be viewed with four options. They are

- Time Sheet Details
- Modify Time Sheet
- New Time Sheet

### Manager Module

Manager is the person who is somewhat a high personality in the hierarchy, where he can make comments on the work performance of his subordinates. Once the user clicks on the Manager option then he will be driven to the page with the following options.

- Manager Report
- Search

### Administration Module

Administrator is the Key person to maintain the security of the project, he plays a vital role in assigning the user privileges. He even takes care of the entire site to run smoothly. Once the user clicks on the Administration option then he will be driven to the page with the following options.

- Create User
- Modify User
- Delete User
- Delete Timesheet

### NON-FUNCTIONAL REQUIREMENT:

Scalability - The system can be scalable from small to a large business.

Availability – This management system will be available for 24\*7 hours. It is a web based application and runs on the IIS server.

Usability – This system is very user-friendly. The UI design uses the HTML (Hyper-text markup language), CSS (cascade style sheet) for making the very user friendly design. Anyone can easily use this system with minimal training of work flow in it.

Security requirement - The system should take care of all required security of data and intellectual property of the organization. It have SSL security feature in it. And there will be login facility with password protection.