

HR Management System

Software Requirements Specification (SRS)

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1. Introduction

The HR department plays a vital role in any organisation, as it is responsible for managing the most important asset of the company - its human resources. The HR department is tasked with identifying, recruiting, and retaining the best talent for the organisation. However, managing employee data and ensuring the right skill set for the required job is a challenging task. To streamline the HR management process, we propose a Human Resource Management System that will automate the entire HR process, reducing manual efforts and ensuring timely reporting. This document outlines the requirements, features, and functionalities of the proposed system. The system comprises five modules, each of which focuses on a specific area of HR management. The Employee Info module maintains employee data, including personal information, qualifications, skills, and experience. The Administration module is responsible for employee hiring, payment criteria, and personal information maintenance. The Project Management module deals with the management of projects associated with employees, while the Training Management module is used to train employees based on their experience and attendance monitoring. Lastly, the HR Reports module generates reports on the HR department's desired requests. This system aims to reduce manual work, enhance data access and management, and ensure timely reporting.

1.1 Project Goals

The goal of this project is to develop a Human Resource Management System that can help organisations in assigning the right employees for project assignments. The system should provide detailed information about employees, their education, certifications, skills, and project experience. It should allow the HR administrator to easily add, view, and update employees' details and generate various reports regarding their skills and experience. The system should also enable employees to submit suggestions and grievances.

1.2 Project Scope

The scope of this project is to develop a web-based application that can be used by small or large organisations to manage their human resources efficiently. The application should have five main modules:

- Employee Info
- Administration
- Project Management
- Training Management
- HR Reports.

The system should be user-friendly, reliable, and flexible.

2. Specific Requirements

2.1 Functional Requirements:

2.1.1 Employee Info Module:

The Employee Info module should allow the HR administrator to:

Add, view, and update employee details, including personal information, qualifications, skills, experience, login id, and password.

Search for employees based on various criteria, such as name, qualification, skill, and experience.

Search employees' projects based on their skills and experience.

2.1.2 Administration Module:

The Administration module should allow the HR administrator to:

Add, view, and update information about hiring eligible candidates, employee personal information.

Manage all other modules.

2.1.3 Project Management Module:

The Project Management module should allow the HR administrator to:

Manage projects and project teams.

Assign employees to projects based on their skills and experience.

Monitor project progress and generate reports.

2.1.4 Training Management Module:

The Training Management module should allow the HR administrator to:

Identify employees who need training based on their skills and experience.

Schedule training sessions and manage attendance records.

2.1.5 HR Reports Module:

The HR Reports module should allow the HR administrator to:

Generate reports on various aspects of HR management, such as employee details, project progress, attendance, and training.

2.2 Non-Functional Requirements:

2.2.1 Performance:

The system should be able to handle a large number of users and transactions simultaneously without any performance issues. The response time for each operation should be minimal.

2.2.2 Security:

The system should ensure the confidentiality, integrity, and availability of the data. The application should have secure login and password protection for users. The system should also maintain audit trails for all user actions.

2.2.3 Usability:

The system should be user-friendly and easy to navigate. It should have a simple and intuitive user interface. The system should also provide online help and user manuals.

2.2.4 Compatibility:

The system should be compatible with multiple web browsers and operating systems.

3. Conclusion

In conclusion, the HR Management System project aims to develop a web-based application that can help organisations in managing their human resources efficiently. The system will have five main modules, including Employee Info, Administration, Project Management, Training Management, and HR Reports. The application should be user-friendly, reliable, and flexible, while also ensuring high performance, security, usability, and compatibility. With the successful implementation of this system, HR administrators will be able to assign the right employees for project assignments, manage employee details, attendance, and leave records, evaluate employee performance, schedule and manage training sessions, and generate reports on various aspects of HR management. This system will be beneficial to both small and large organisations, making the management of human resources more efficient and effective.