



CAN THO UNIVERSITY SOFTWARE CENTER
MEKONG DELTA - APTECH



Aptech Certified Computer Professional (ACCP)

SEMESTER II

EMPLOYEE TRANSFER MANAGEMENT

Instructor:

MSc. Lê Thị Minh Loan

Class: CP2296G05J06

Team: 5

Students:

1. A22037- Nguyễn Thị Ngọc Ý
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3. A22032- Nguyễn Thanh Đăng

Can Tho, Apr 2023

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Problem Definition Document	SWD/Form No. 1
Effective Date:	Version: 1	Page 1

PROBLEM DEFINITION OF PROJECT

ABC Technologies Ltd. is an information technology company that is on the rise in many fields. And accordingly, employees transfer so that it suits and needs to be managed correctly for the company to grow rapidly is essential. Therefore, ABC Technologies Ltd. wants to develop an application for maintaining information related to its employees transfer and generating the transfer related documents. This application would facilitate the system administrator to search the employees transfer record, make new transfers and also amend the allowances offered to the employee.

Currently the transfer records are maintained in the computer but there is no fixed format for it. Also the information needs to be shared by releasing circulars to the respective managers and employees. The information though maintained on computers, entire information can not be found at a single place. If higher management wants some details about the transfers, they have to get it from the respective department heads. This becomes time consuming.

To make up for those shortcomings, the management has decided to have a system for managing the employee transfers which will access a central database and can be installed on all the machines. The employees will have restricted access levels. The system will have logins for employees and system administrators. The application includes functionalities such as login, the employee master record, the transfer records, the transfer request, approval requested transfer, the transfer letters, the monthly transfer reports, the project transfer reports, the transfer, and logout. This application allows employee transfers in a form of internal mobility, transferred to one different position, project or department. The application helps to maintain employee transfer related information and create transfer related documents, allows system administrator to login application, change password, manage the employee master records, the transfer records, the month transfer reports, the transfers and the position transfer reports, decisions employee transfer, approve requested transfers and create transfer letters. And allows employees to send transfer requests to their superiors, view transfer request information, change password and view account information.

Prepared by:

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Apr 18, 2023

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Design Plan:	Document Name: Customer Requirement Specification	SWD/Form No. 2A
Effective Date:	Version: 1	Page 2

CUSTOMER REQUIREMENTS SPECIFICATION (CRS)

Client/Project Undertaken:

1. List of inputs to the system

- Employee: employee number, full name, password, gender, date of birth, role, work experience, current project, current position, current department, transfer relieving date, email, allowance level, address and note.
- Professional skills: professional skill number, technical skills.
- Professional skills of employee: professional skills of employee number.
- Educational qualifications: educational qualification number, school name, majors, graduation GAP scores, duration of study.
- Administrator: admin number, full name, gender, date of birth, email, address, password.
- Transfer requests: transfer request number, date of posting, approval date, transfer joining date, transfer relieving date, reason, status, current project, current department, current position.
- Transfer project: transfer project number, transfer project name.
- Transfer position: transfer position number, transfer position name, allowance level, note.
- Transfer department: transfer department number, transfer department name.
- The transfer letters: transfer letter number, date of posting, reason, transfer joining date, transfer relieving date, note.

2. List of outputs expected from the system

- Update results for employee details, transfer details, employee transfer details.
- Search results for employee details, transfer details, employee transfer details.
- Transfer request result.
- Transfer decision result.
- Change password result.
- Display Login form with label and text fields for entering adminNumber or empNumber, password, and permission.

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Le Minh Vuong

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Design Plan:	Document Name: Customer Requirement Specification	SWD/Form No. 2A
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- Display The employee master record with employee information table, labels and text fields enable enter employee information, and Add, Edit, Delete, Reset, Search button.
- Display The transfer record with employee transfer information table with the transfer related documents and employee information, labels and text fields that allow entering of the transfer records and click the Edit, Delete, Reset, Search button.
- Display Request transfer form that allows employees to create transfer requests using combo boxes and text fields and click the Submit button.
- The Transfer letter form with transfer letter information table, allows the administrator system to create a transfer letter using combo boxes, labels and text fields and Reset, Create transfer letter button.

3. Overview of processes involved in the system

- Login button when clicked will access the Homepage of the admin based adminNumber and password of admin valid or the employee based empNumber and password valid, otherwise if adminNumber, empNumber and password are invalid, an error message will be displayed.
- Each menu option, when clicked, leads to a frame corresponding to the name of the menu option. When you click an object you selected on the dashboard, that object's information appears in the text fields.
- Clicking the Add button will check if the required fields are empty, if not, proceed to add a new one.
- Clicking the Delete button will delete the object you selected on the information table.
- Clicking on the Edit button will edit the information of the object you edited in the text field.
- Clicking the Logout option on the Homepage will return to the Login page.

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4. Hardware and Software required for implementing the project

Hardware	Keyboard, Mouse, Intel Core i3/i5 Processor or higher, 8 GB RAM or above, 500 GB Hard Disk space, CPU.
Software	- minimum SQL SERVER 2018, JAVA SE 7.0, NetBeans 16,...
Additional Technology	

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Apr 20, 2023

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Design Plan:	Document Name: Customer Acceptance Criteria	SWD/Form No. 2B
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CUSTOMER ACCEPTANCE CRITERIA

No.	Customer's Acceptance Criteria
1.	<p>Login</p> <p>Given: Has an account in the database</p> <p>When: Enter your username and password</p> <p>And: Username and password mustn't empty</p> <p>When: The employee or system administrator clicks the login button</p> <p>Then: Display the message "Login successfully" if the account is valid</p> <p>And: Display a message "Username or password is incorrect" if the account invalid</p>
2.	<p>The request transfer of employee</p> <p>Given: Successfully logged in</p> <p>When: Click the option "Request a transfer"</p> <p>And: Enter your information transfer in fields</p> <p>And: Click the button "Submit"</p> <p>Then: The request will be added to the database</p>
3.	<p>The approval requested transfer of administrator</p> <p>Given: Received employee transfer request</p> <p>When: Click the option "Approval the transfer request"</p> <p>And: Select the request you want approval</p> <p>And: Click the button "Accept"</p> <p>Then: Update the status to "Approved" in the database</p> <p>And: Click the button "Denied"</p> <p>Then: Update the status to "Denied" in the database</p>
4.	<p>The transfer letters.</p> <ul style="list-style-type: none"> - Fill in the available form - Start the generate transfer letters when the user clicks on the "Create" button
5.	<p>The reports</p> <ul style="list-style-type: none"> - The report contains employees transferred in a particular month/time span, transfers that happened for particular projects, etc.

Prepared by:

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Date:

Apr 20, 2023

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Le Thi Minh Loan

Design Plan:	Document Name: Customer Acceptance Criteria	SWD/Form No. 2B
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6.	<p>Logout</p> <p>Given: Successfully logged in When: Click the button “Logout” And: Display the message confirming And: User clicks the button “OK” Then: The account will be logged out of the app And: User clicks the button “Cancel” Then: Nothing happened</p>
7.	<p>Employee</p> <p>Given: Successfully logged in When: The system administrator clicks the option “The employee master” And: Enter employee information into the fields And: The system administrator clicks the button “Add” Then: The employee information will be updated in the database When: Edit the employee information that needs to be edited in the fields And: The system administrator clicks the button “Update” Then: New information to be updated in the database When: Select the employee you want to delete And: Clicks the button “Delete” Then: The account will be deleted from the database And: Reload table in interface When: You can enter information to search And: Click the button “Search” Then: Display the search results.</p>
8.	<p>Decision transfer employee</p> <p>Given: Successfully logged in When: Click the option “Request the transfer” And: Enter your information transfer in fields And: Click the button “Submit” Then: The decision will be added to the database.</p>
9.	<p>Search for the transfer request</p> <p>Given: Successfully logged in When: Click the option “Search for the transfer request”</p>

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Apr 20, 2023

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Design Plan:	Document Name: Customer Acceptance Criteria	SWD/Form No. 2B
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	<p>And: Enter information to search And: Click the button “Search” Then: Display the search results.</p>
10.	<p>Manage Transfer request</p> <p>Given: Successfully logged in When: The system administrator clicks the option “Employee” And: Enter employee information into the fields And: The system administrator clicks the button “Add” Then: The employee information will be updated in the database When: Edit the employee information that needs to be edited in the fields And: The system administrator clicks the button “Update” Then: New information to be updated in the database When: Select the employee you want to delete And: Clicks the button “Delete” Then: The account will be deleted from the database And: Reload table in interface When: You can enter information to search And: Click the button “Search” Then: Display the search results.</p>

Prepared by:

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Apr 20, 2023

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Design Plan:	Document Name: Project Plan	SWD/Form No. 3
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PROJECT PLAN

I. Project Details:

1. **Name of the Client:** ABC Technologies Ltd.
2. **Date of the Project Plan:** from Apr 17 to June 02, 2023.

3. Project Vision/Objectives:

- The application includes a list of functionalities of the system such as login, the employee master record, the transfer records, the transfer request of employee, approval requested transfer of administrator, the transfer, the allowances, the transfer letters, the monthly transfer reports, the project transfer reports, the location transfer reports, and logout. This application would be facilitating the system administrator (Higher Management) to create, search, modify, update information easily, quickly and conveniently. This application helps to maintain employee transfer related information and create transfer related documents, allows system administrator to login application, change password, manage the employee master records, the transfer records, employee transfer decisions, approve requested transfers, create transfer letters, manage the transfers and view and delete month and position transfer reports quickly with saved information stored in the database, it is possible to change employee information when the employee name is wrong, delete information about employees leaving, or update qualifications, work experience, etc. And also allows employees to login the application, send transfer requests to their superiors, view transfer request information, change passwords and view account information. These functionalities will contribute to the creation of a perfect application - an application with an easy-to-use interface, easy and fast operation, accurate and professional management.

4. Scope:

- The scope of the project that will be processed: the transfer records, the employee master records, the transfer letters, the transfer, request transfer, approval of the requested transfer, monthly and position transfer reports.

5. Our understanding of the client organization:

Prepared by:

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Date:

Apr 20, 2023

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Design Plan:	Document Name: Project Plan	SWD/Form No. 3
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- The **System Administrators** and **Employees** can login and logout.
- The **System Administrator** (Higher Management) change password, manage the employee master records, the transfer records, employee transfer decisions, approve requested transfers, create transfer letters, manage the transfers and view and delete month and position transfer reports quickly with saved information stored in the database, it is possible to change employee information when the employee name is wrong, delete information about employees leaving, or update qualifications, work experience, etc.
- The **Employees** can send transfer requests to their superiors, view transfer request information, change passwords and view account information.

6. Project Organization with Responsibilities and Authorities:

No.	Name	Role	Responsibility
1.	Nguyen Thi Ngoc Y	Leader	Definition of the problem, Requirements analysis, Design, Develop.
2.	Le Minh Vuong	Member	Design, Requirements analysis, Develop.
3.	Nguyen Thanh Dang	Member	Design, Develop, Testing.

II. Project Initiation/Requirement Documents:

- Before starting the project need to understand the following issues:
 - + Find out what is an employee transfer, what is a transfer record, documents related to employee transfer. <https://accgroup.vn/thuyen-chuyen-cong-tac-la-gi/>
 - + Learn the employee transfer request form.
<https://www.alexander.k12.nc.us/site/handlers/filedownload.ashx?modul>

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Date:

Apr 20, 2023

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[einstanceid=191&dataid=10367&FileName=EMPLOYEE%20TRANSFER%20REQUEST.pdf](https://news.timviec.com.vn/quyet-dinh-thuyen-chuyen-cong-tac-68651.html)

<https://news.timviec.com.vn/quyet-dinh-thuyen-chuyen-cong-tac-68651.html>

- + Learn the approval for the requested transfer form.
<https://news.timviec.com.vn/quyet-dinh-thuyen-chuyen-cong-tac-68651.html>
- + Learn the transfer letters:
https://vn.images.search.yahoo.com/search/images;_ylt=Awrx.PkcDUFkV4gPc.VrUwx.;_ylu=Y29sbwNzZzMEcG9zAzEEdnRpZAMEc2VjA3BpdnM-?p=Generate+transfer+letters.&fr2=piv-web&type=E210VN885G0&fr=mcafee#id=0&iurl=https%3A%2F%2Fwww.allbusinesstemplates.com%2Fthumbs%2F3fe0eb91-6c4f-4c43-8333-62906c0e6e7b_1.png&action=click

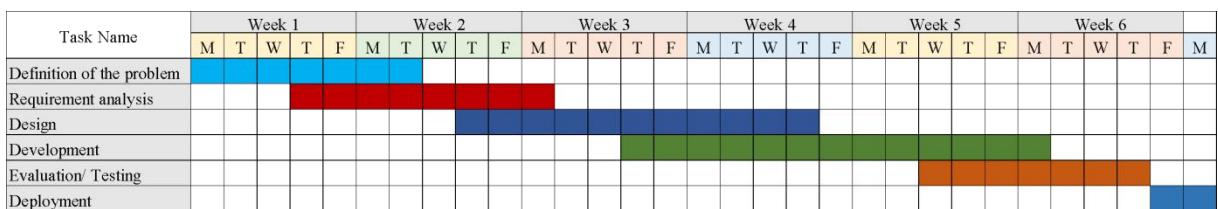
III. Deliverables:

- CRS, Design Document, Installation Manual, User Manual, Maintenance Manual, and Code of documents.

IV. Project Dependencies:

V. Major Project Milestones:

- Definition of the problem: from Apr 17 to Apr 25, 2023.
- Requirement analysis: from Apr 20 to May 1, 2023.
- Design: from Apr 27 to May 11, 2023.
- Development: from May 4 to May 22, 2023.
- Evaluation/ testing: from May 17 to May 29, 2023.
- Deployment: from May 26 to May 29, 2023.



Prepared by:

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Date:

Apr 20, 2023

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Design Plan:	Document Name: Project Plan	SWD/Form No. 3
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VI. Quality Plan:

1. Review Activities (Review meeting participants, frequency, and so on)

- Meeting time of the group members: two or three times a week.
- Meeting form: go to the coffee, Google Meet.
- Meeting participants:
 - + Nguyen Thi Ngoc Y
 - + Le Minh Vuong
 - + Nguyen Thanh Dang

- Frequency: three or four times a week.

- Job performance: 70/100%

2. Testing Activities (Final Test):

3. Backup and Recovery Strategies:

- Backup Strategies:
 - + Copying files to Drive and Trello.
 - + Back up the backup

- Recovery strategies:
 - + always monitoring and checking. Check regularly to detect problems before they happen. Be prepared for possible events and ensure that data can be recovered as quickly as possible.
 - + always take specific precautions for each specific situation. In addition, you must determine the minimum time it takes to recover data and return the server to normal operation.

Prepared by:

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Date:

Apr 20, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: GUI Standard Of Application	SWD/Form No. 4
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GUI STANDARD OF APPLICATION

1. GUI Standard Application:

Property	Value
Document Theme and Color Scheme	Employee Transfer Management and basic color
Form - Background Color	[242,242,242] and [255,255,255]
Title - Font Size	18 and 24
Title - Font Color	Black, Red, Blue
Title - Font Style	Segoe UI 18 Plain, Arial 18 Bold and Times New Roman 18 Bold
Title - Alignment	Center and right
Background color of Controls on the form	[242,242,242]
Foreground color of Controls on the form	[0,0,0]
Control Caption - Font Size	12
Control Caption - Font Color	Black
Control Caption - Font Style	Segoe UI 12 Plain
Control caption and controls - Alignment	Left
Command button - Alignment	Right and bottom

Prepared by:

Le Minh Vuong

Date:

Apr 27, 2023

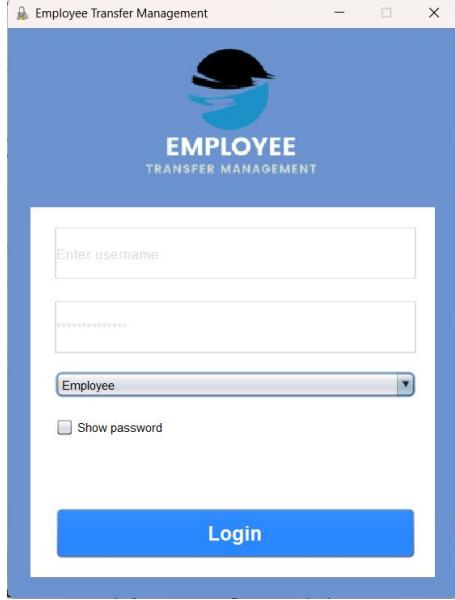
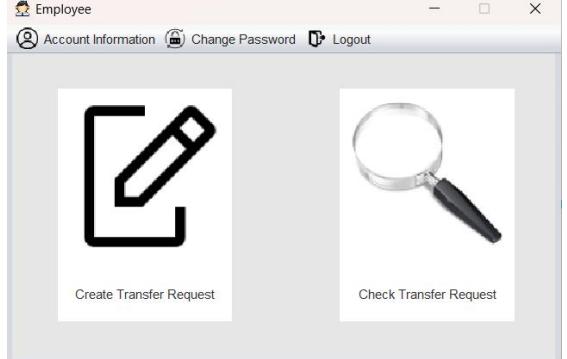
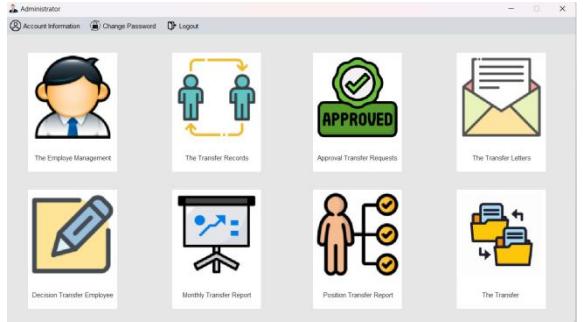
Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Interface Design Document	SWD/Form No. 5
Effective Date:	Version: 1	Page 13

INTERFACE DESIGN DOCUMENT

List of forms to be created

Document Name	Description	Controls on the Document
Login	Enter User ID and Password, then clicking LOGIN button, the application will be accessed if the ID and password are valid, otherwise if User ID or Password invalid, an error message will be displayed.	 A screenshot of a Windows-style application window titled "Employee Transfer Management". It features a logo with a blue and white design and the word "EMPLOYEE" in bold capital letters. Below the logo is a "TRANSFER MANAGEMENT" subtitle. The interface includes two text input fields for "username" and "password", a dropdown menu labeled "Employee", and a "Show password" checkbox. At the bottom is a large blue "Login" button.
Interface Employee	employee functions	 A screenshot of a web-based application window titled "Employee". The header includes links for "Account Information", "Change Password", and "Logout". The main area contains two icons: a pencil inside a square labeled "Create Transfer Request" and a magnifying glass labeled "Check Transfer Request".
Interface Administrator	administrator functions	 A screenshot of a web-based application window titled "Administrator". The header includes links for "Account Information", "Change Password", and "Logout". The main area displays eight icons representing different management functions: "The Employee Management", "The Transfer Records", "Approval Transfer Requests", "The Transfer Letters", "Decision Transfer Employee", "Monthly Transfer Report", "Position Transfer Report", and "The Transfer".
Check Transfer Request	Search for employee transfer information	 A screenshot of a search form titled "Transfer Requests" with a sub-section "Search for Transfer Requests Information". It includes dropdown menus for "Transfer Project", "Transfer Department", "Reason", "Transfer Position", "Status", and "Allowance Level", along with "Refresh" and "Search" buttons. Below the form is a table showing transfer request details for four entries. The columns are: ID, Name, Date Of, Current..., Transf..., Current..., Transf..., Current..., Transf..., Allowan..., Reason, Retire..., Joinin..., Postin..., Approva..., Status. The data shows various transfer types like "eProject", "ATech", "HTech", "Promot.", "Closert.", etc., across different departments and projects.

Prepared by:

Le Minh Vuong

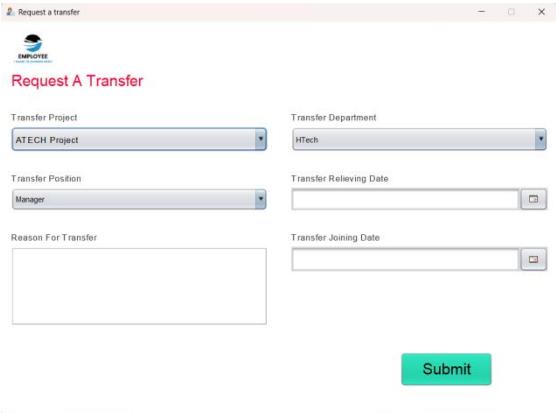
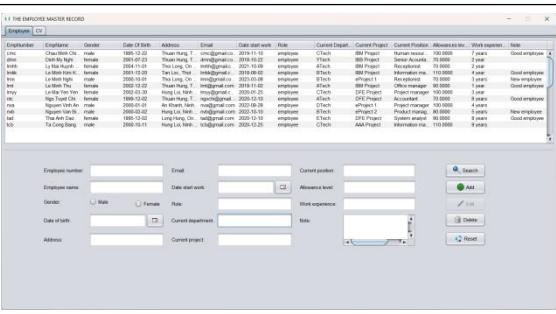
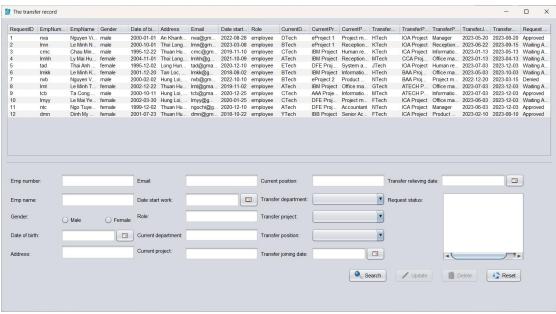
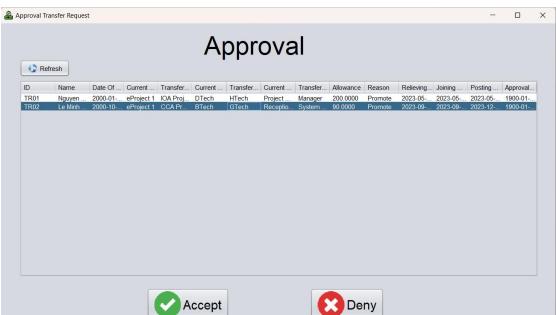
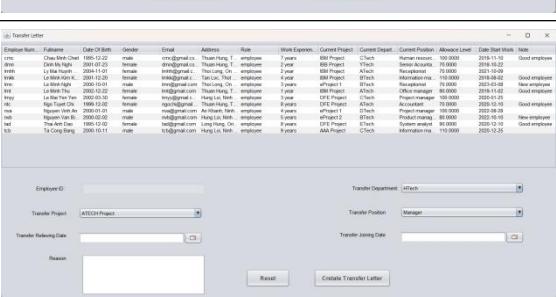
Date:

Apr 29, 2023

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Le Thi Minh Loan

Design Plan:	Document Name: Interface Design Document	SWD/Form No. 5
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Request a Transfer	Employee create request a transfer to administrator	
Employee Master Record	Employee information and CV	
The Transfer Records	Transfer Information	
The Approval Transfer Requests	Administrator accept or deny employee transfer request	
The Transfer Letter	Administrator agreement with employees about the transfer	

Prepared by:

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Date:

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Design Plan:	Document Name: Interface Design Document	SWD/Form No. 5
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Decision Transfer Employee	The administrator decides to transfer the employee	
The Monthly Transfer Report	Employee report on monthly, position, project	
Position Transfer Report	Employee Report on position transfer	

Prepared by:

Le Minh Vuong

Date:

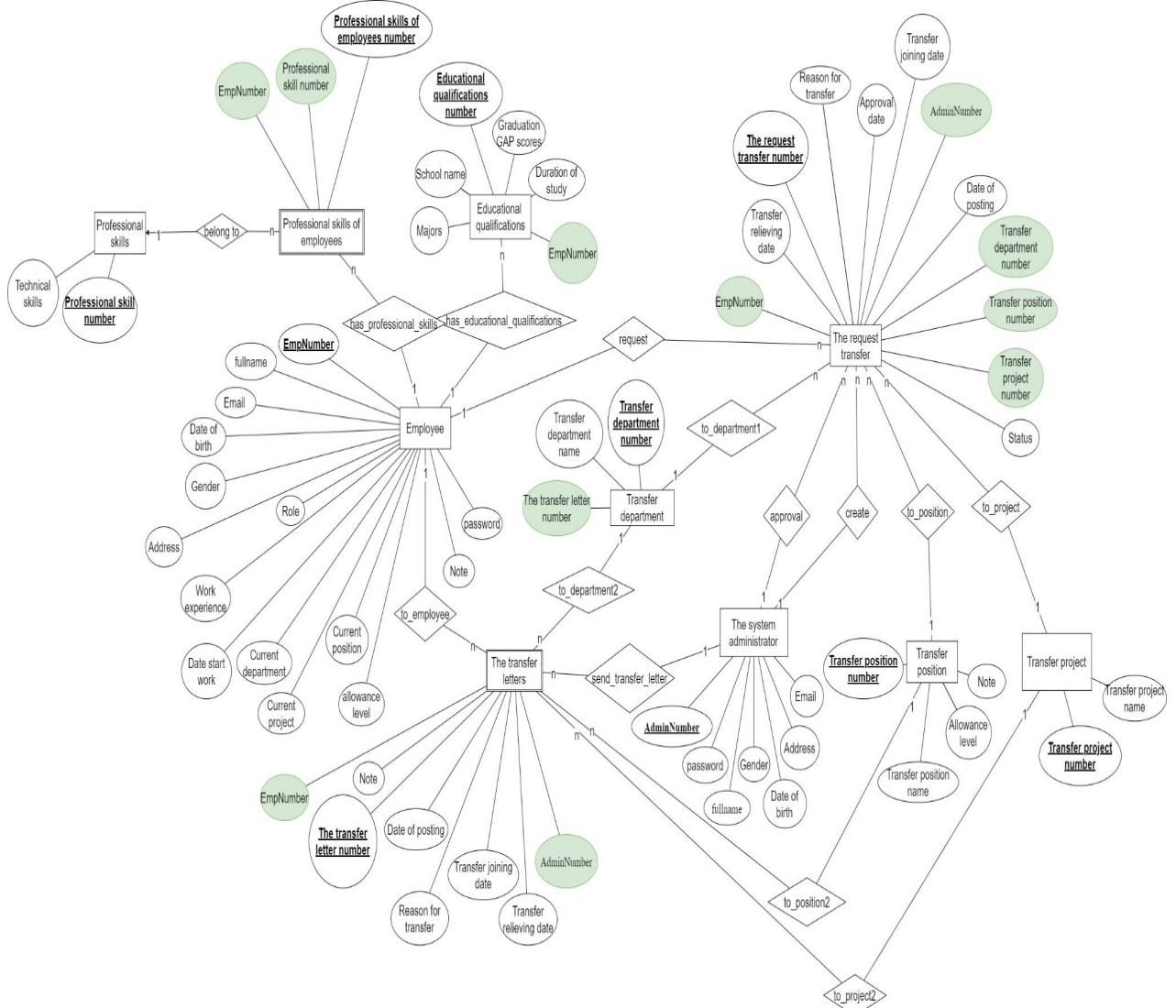
Apr 29, 2023

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Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
Effective Date:	Version: 1	Page 17

DATABASE DESIGN DOCUMENT



I. ER/Class Diagram

Prepared by:

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Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
Effective Date:	Version: 1	Page 18

II. Table Description

Employee			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
empNumber	varchar	Primary key	Generates Employee number
dateStartWork	Date	Not null	Generates Date start work of the employee
fullname	varchar	Not null	Generates Employee full name
gender	varchar	Not null	Generates gender of the employee
address	varchar	Not null	Generates address of the employee
email	varchar	Not null	Generates email
dateOfBirth	date	Not null	Generates date of birth of the employee
password	varchar	Not null	Generates password of the employee
role	varchar	Not null	Generates role of the employee
workExperience	varchar	Not null	
currentProject	varchar	Not null	Generates current project of the employee

Prepared by:

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Apr 28, 2023

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Le Thi Minh Loan

Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
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currentPosition	varchar	Not null	Generates current Position of the employee
currentDepartment	varchar	Not null	Generates current department of the employee
allowanceLevel	money		Generates allowance of the employee
note	varchar		degree notes,...

ProfessionalSkills			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
professionalSkillNumber	varchar	Primary key	Generates Professional skill number
technicalSkills	varchar	Not null	Generates Technical Skills of the employee

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Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
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ProfessionalSkillsOfEmployee			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
professionalSkillsOfEmployeeNumber	varchar	Primary key	Generates Professional Skills Of Employee Number
professionalSkillNumber	varchar	Foreign key	Generates Professional skill number
empNumber	varchar	Foreign key	Generates Employee number

EducationalQualifications			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
educationalQualificationsNumber	varchar	Primary key	Generates Educational qualifications number
empNumber	varchar	Foreign key	Generates Employee number
schoolName	varchar	Not null	Generates School name of the employee
majors	varchar	Not null	Generates Majors of the employee

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Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
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graduationGAPScores	varchar		Generates Graduation GAP scores of the employee
durationOfStudy	Date	Not null	Generates Duration of study of the employee

Administrator			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
adminNumber	varchar	Primary key	Generates Administrator number
fullname	varchar	Not null	Generates Administrator full name of the admin
gender	varchar	Not null	Generates gender of the admin
dateOfBirth	date	Not null	Generates date of birth of the admin
email	varchar	Not null	Generates email of the admin
address	varchar	Not null	Generates address of the admin
password	varchar	Not null	Generates password of the admin

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Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
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TransferRequests			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
transferRequestNumber	varchar	Primary key	Generates The request transfer number
empNumber	varchar	Foreign key	Generates Employee number
adminNumber	varchar	Foreign key	Generates Administrator number
transferDepartmentNumber	varchar	Foreign key	Generates Transfer department number
transferProjectNumber	varchar	Foreign key	Generates Transfer project number
transferPositionNumber	varchar	Foreign key	Generates Transfer position number
dateOfPosting	Date	Not null	Generates Date of posting
approvalDate	Date		Generates Approval date
transferJoiningDate	Date	Not null	Generates Transfer location
transferRelievingDate	Date	Not null	Generates Transfer department
reason	varchar	Not null	Generates Reason for transfer
status	varchar	Not null	Generates status
cProject	varchar		Generates Current Project

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cDep	varchar		Generates Current Department
cPos	varchar		Generates Current Position

TransferProject			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
transferProjectNumber	varchar	Primary	Generates Transfer project number
transferProjectName	varchar		Generates Transfer project name

TransferPosition			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
transferPositionNumber	varchar	Primary key	Generates Transfer position number
transferPositionName	varchar		Generates Transfer position name
note	varchar		Generates note
allowanceLevel	money		Generates allowance level

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
Effective Date:	Version: 1	Page 24

TransferDepartment			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
transferDepartmentNumber	varchar	Primary key	Generates Transfer department number
transferDepartmentName	varchar		Generates Transfer department name

TransferLetters			
Field Name	Data Type	Constraint (Primary Key, Foreign Key, Identity, Not Null,...)	Description
transferLetterNumber	varchar	Primary key	Generates The transfer letters number
empNumber	varchar	Foreign key	Generates Employee number
adminNumber	varchar	Foreign key	Generates Administrator number
transferDepartmentNumber	varchar	Foreign key	Generates Transfer department number
transferProjectNumber	varchar	Foreign key	Generates Transfer project number
transferPositionNumber	varchar	Foreign key	Generates Transfer

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Table Design Document	SWD/Form No. 6
Effective Date:	Version: 1	Page 25

			position number
reason	varchar	Not null	Generates reason for transfer
dateOfPosting	date	Not null	Generates date of posting
transferRelieving Date	date	Not null	Generates transferRelieving Date
transferJoiningDate	date	Not null	Generates transferJoiningDate
note	varchar		Generates note

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

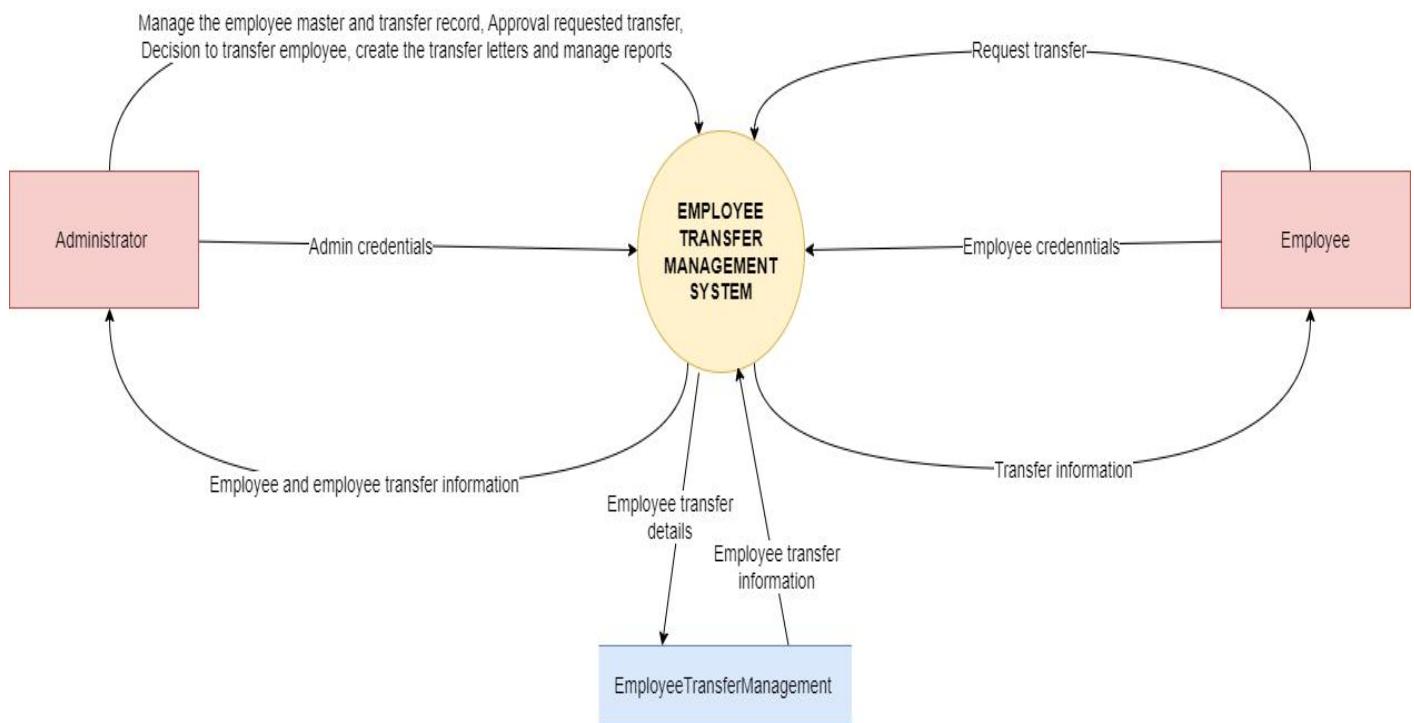
Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 26

PROCESS DESIGN DOCUMENT

1. Process name:

Data Flow Diagram:



Level 0 - Context Level Diagram

Prepared by:

Nguyen Thi Ngoc Y

Date:

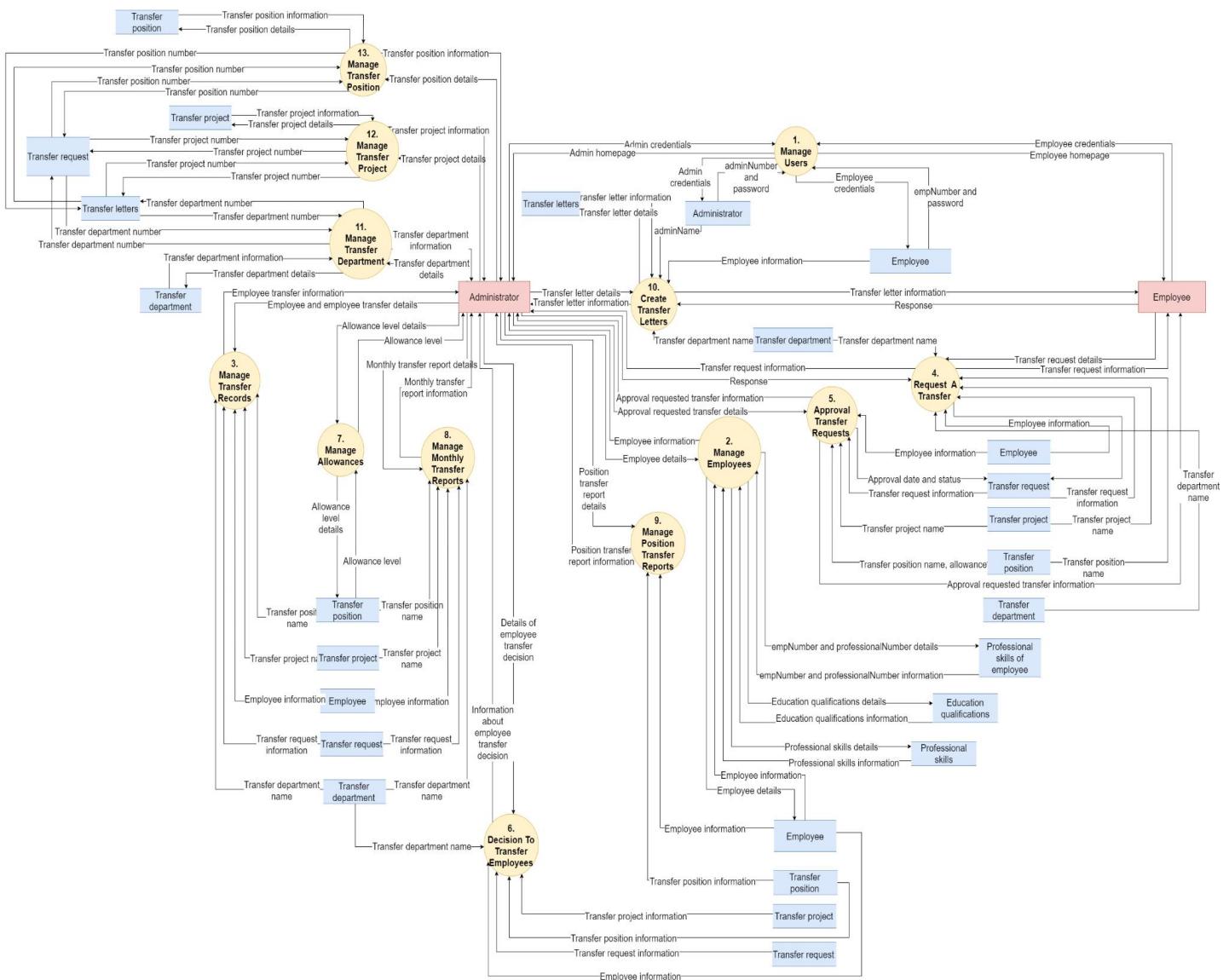
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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Level 1.



Prepared by:

Nguyen Thi Ngoc Y

Date:

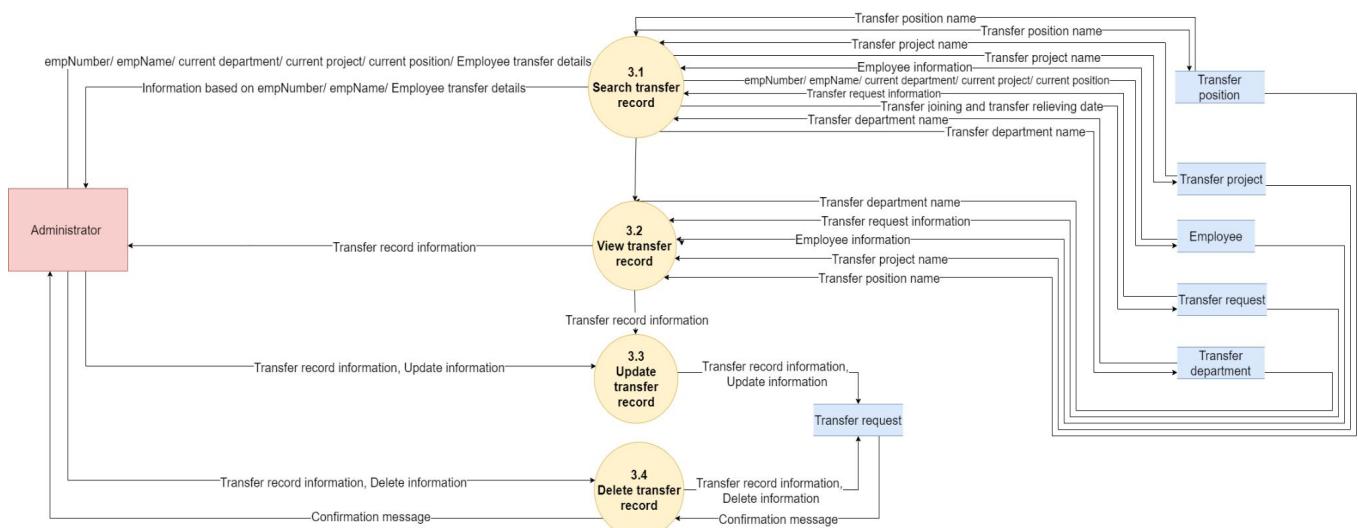
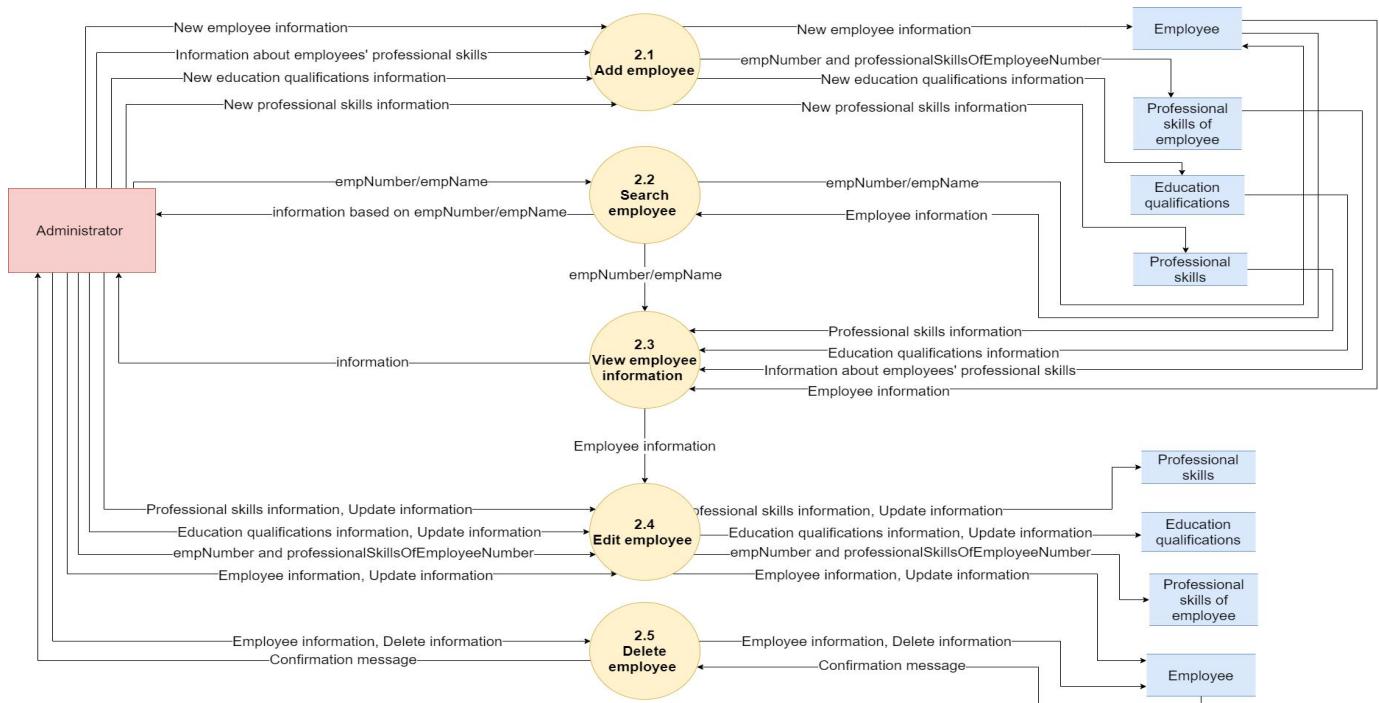
Apr 28, 2023

Approved by:

Le Thi Minh Loan

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- NGUYEN THI NGOC Y
Level 2.2 - Manage Employee



Level 2.3 - Manage Transfer Record

Prepared by:

Nguyen Thi Ngoc Y

Date:

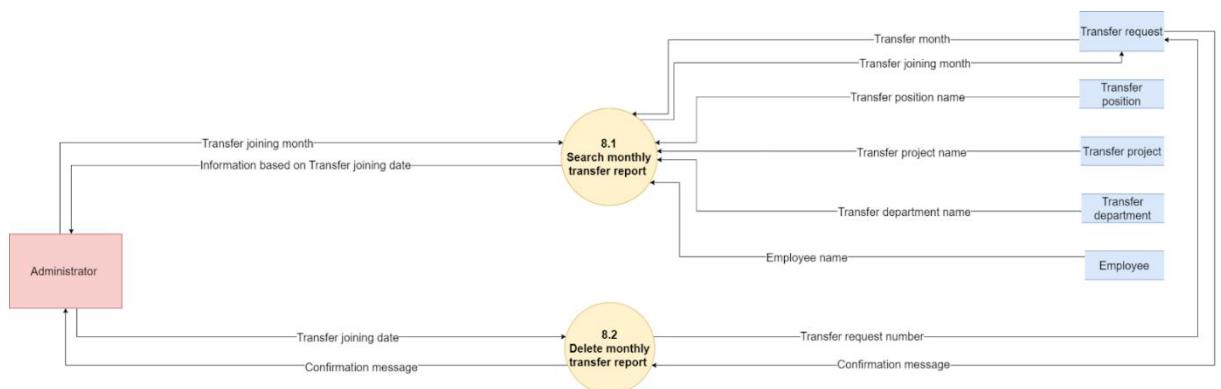
Apr 28, 2023

Approved by:

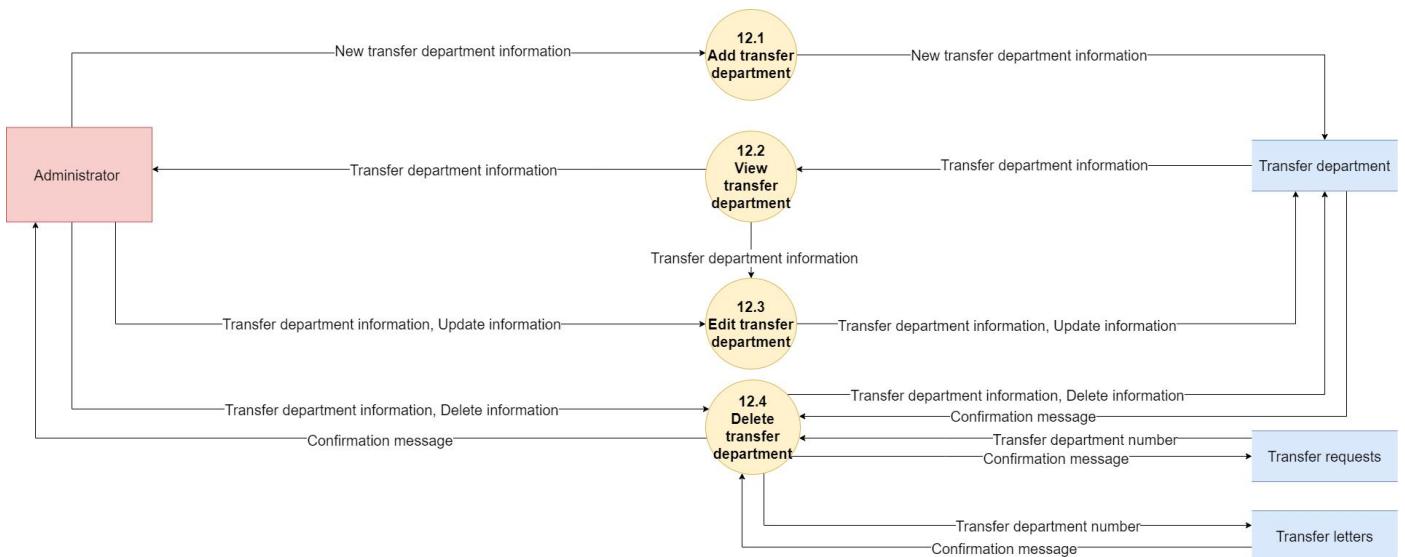
Le Thi Minh Loan

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Effective Date:	Version: 1	Page 29

Level 2.8 - Manage Monthly Transfer Report



Level 2.12 - Manage Transfer Department



Prepared by:

Nguyen Thi Ngoc Y

Date:

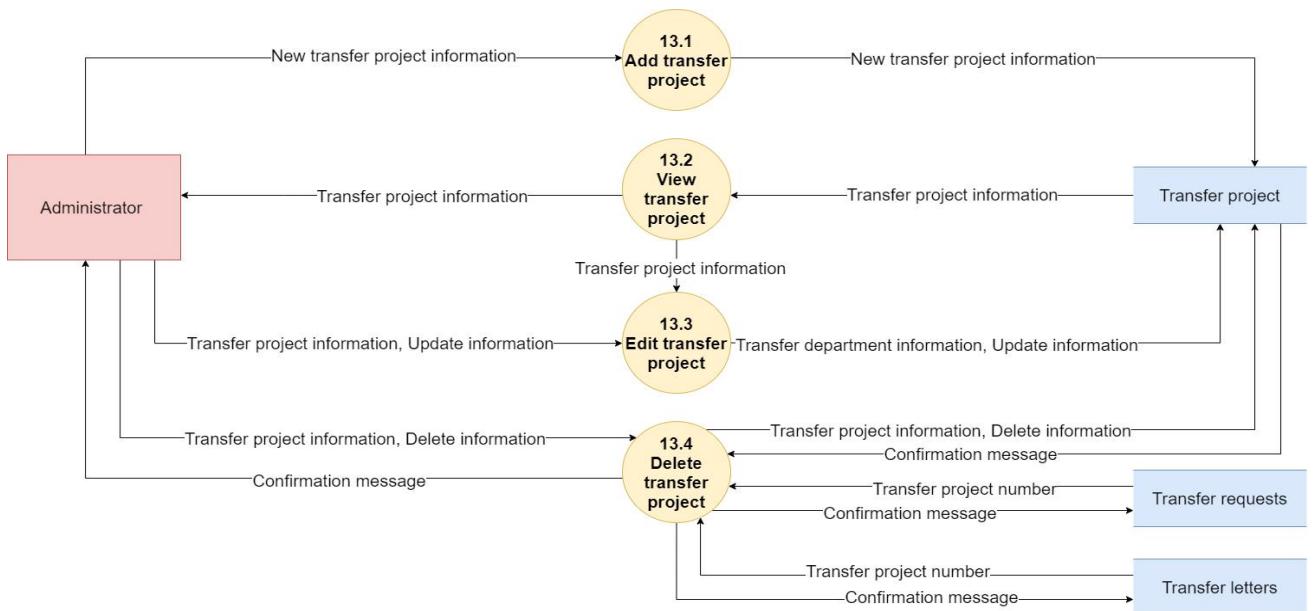
Apr 28, 2023

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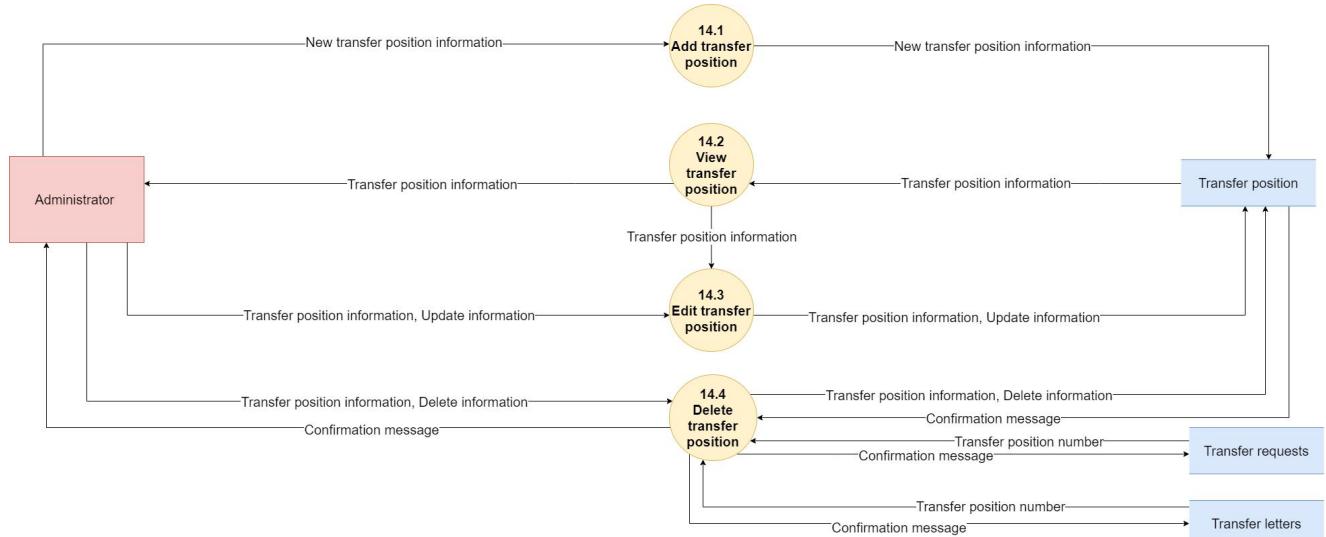
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Effective Date:	Version: 1	Page 30

Level 2.13 - Manage Transfer Project



Level 2.14 - Manage Transfer Position



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

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Effective Date:	Version: 1	Page 31

Prepared by:

Nguyen Thi Ngoc Y

Date:

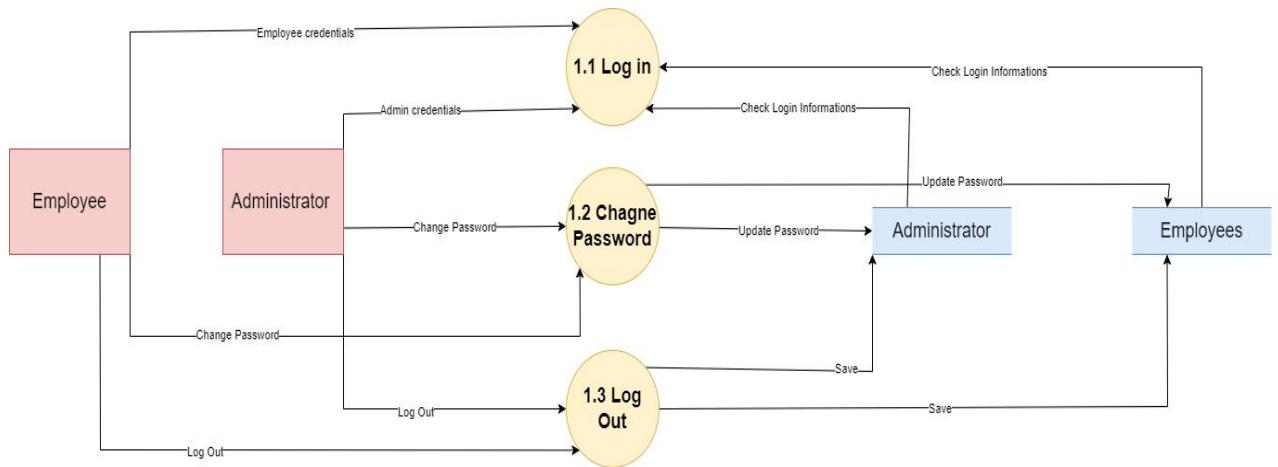
Apr 28, 2023

Approved by:

Le Thi Minh Loan

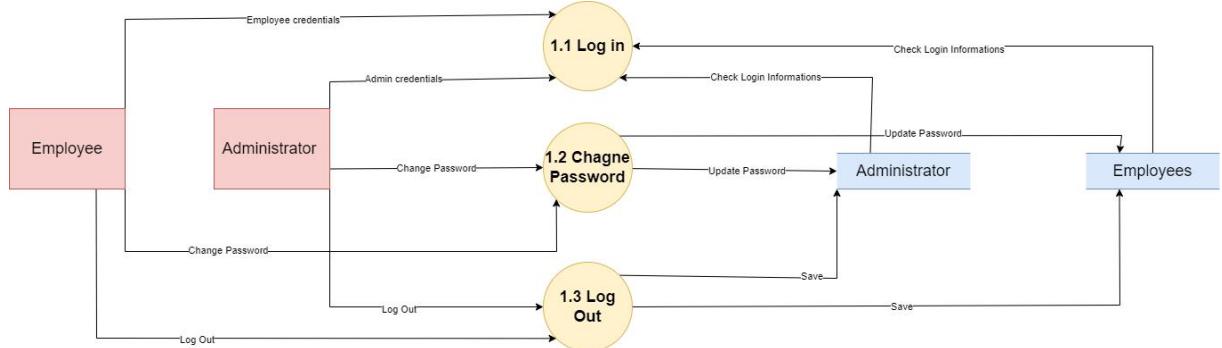
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LE MINH VUONG



Level 2.1 - Manage Users

Level 2.6 - Decision to transfer Employees



Level 2.9 - Manage Position Transfer Report



Level 2.11 - Create Transfer Letter

Prepared by:

Nguyen Thi Ngoc Y

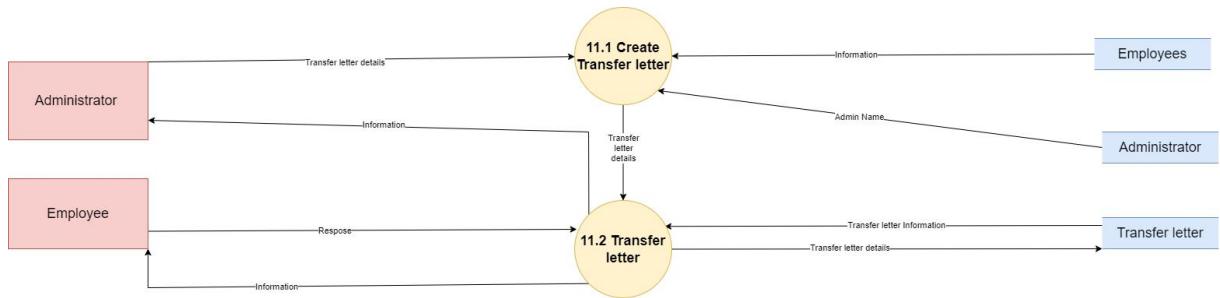
Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

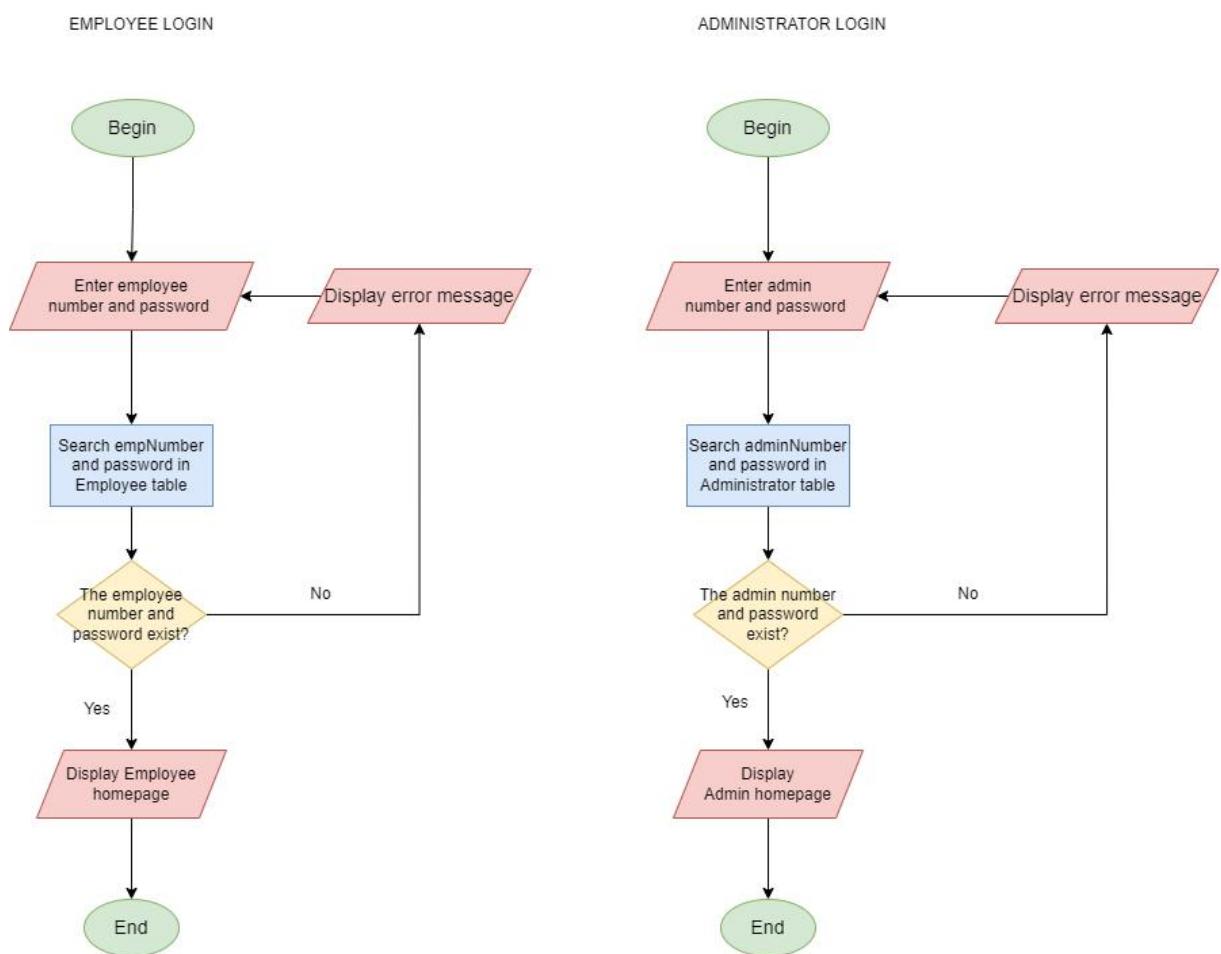
Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 33



Flowchart:

- LE MINH VUONG

1. Log in:



Prepared by:

Nguyen Thi Ngoc Y

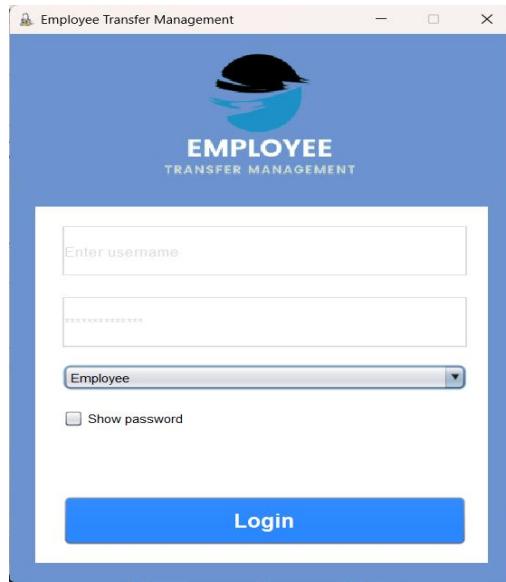
Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 34



6. The Transfer Letter

Prepared by:

Nguyen Thi Ngoc Y

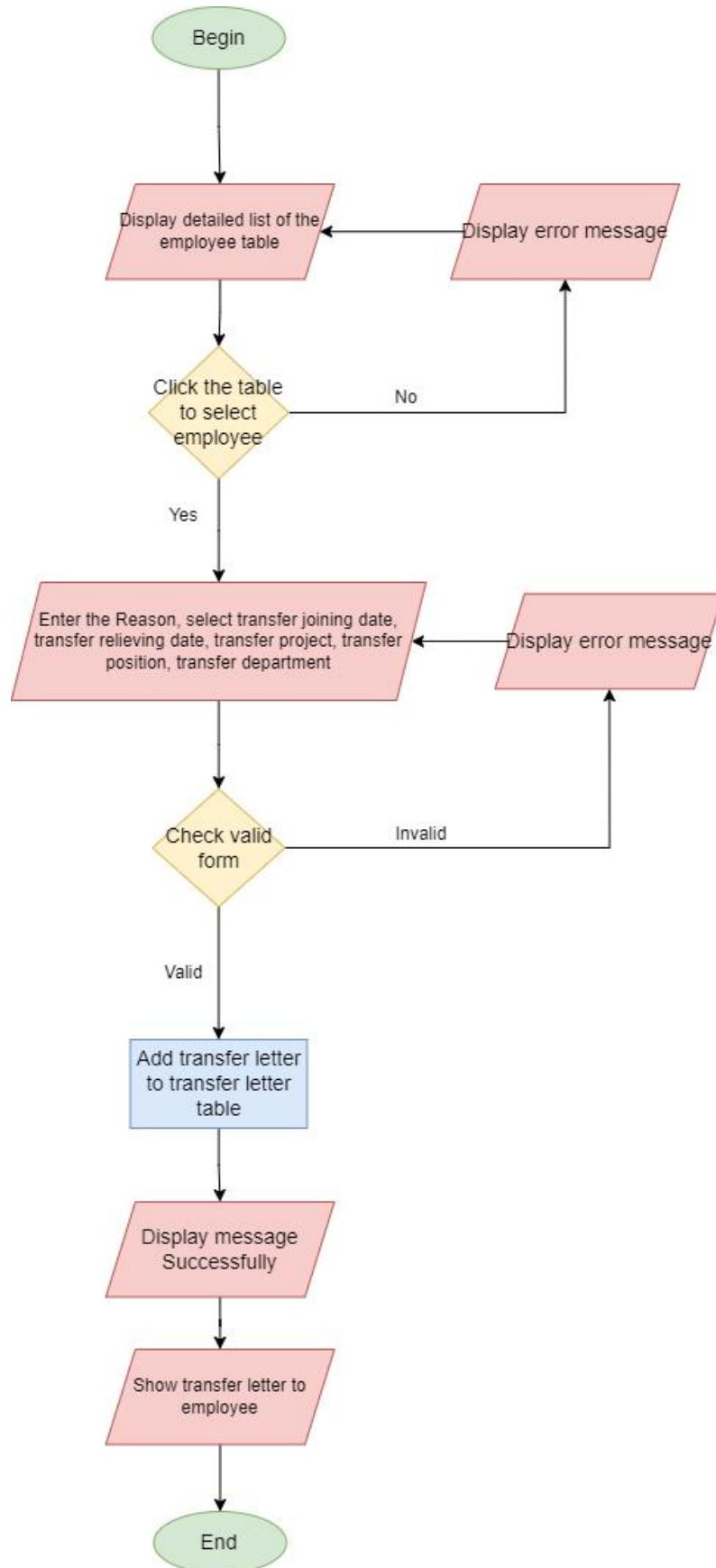
Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 35



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 36

Transfer Letter

Employee Num...	Fullname	Date Of Birth	Gender	Email	Address	Role	Work Experien...	Current Project	Current Depart...	Current Position	Allowace Level	Date Start Work	Note
cmc	Chau Minh Chiet	1995-12-22	male	cmc@gmail.co...	Thuan Hung, T...	employee	7 years	IBM Project	CTech	Human resourc...	100.0000	2019-11-10	Good employee
lmhh	Le Minh Thu	2002-12-22	female	lmh@gmail.com	Thuan Hung, T...	employee	1 year	IBM Project	ATech	Office manager	90.0000	2019-11-02	Good employee
lmkk	Le Minh Thu	2002-12-22	female	lmk@gmail.com	Thuan Hung, T...	employee	1 year	IBM Project	ATech	Office manager	90.0000	2019-11-02	Good employee
lmnn	Le Minh Nghi	2000-10-01	male	lmn@gmail.com	Thoi Long, On...	employee	3 years	eProject 1	BTech	Receptionist	70.0000	2023-03-08	New employee
lmt	Le Minh Thu	2002-12-22	female	lmt@gmail.com	Thuan Hung, T...	employee	1 year	IBM Project	ATech	Office manager	90.0000	2019-11-02	Good employee
lmwy	Le Minh Thu	2002-12-22	female	lmw@gmail.com	Thuan Hung, T...	employee	1 year	IBM Project	ATech	Office manager	90.0000	2019-11-02	Good employee
ntc	Ngo Tuyet Chi	1999-12-02	female	ngochi@gmail...	Thuan Hung, T...	employee	8 years	DFE Project	ATech	Accountant	70.0000	2020-12-10	Good employee
nva	Nguyen Vinh An	2000-01-01	male	nva@gmail.com	An Khanh, Ninh...	employee	4 years	eProject 1	DTech	Project manager	100.0000	2022-08-28	
nvb	Nguyen Van Bi...	2000-02-02	male	nvb@gmail.com	Hung Lai, Ninh...	employee	5 years	eProject 2	BTech	Product manager	80.0000	2022-10-10	New employee
tad	Thai Anh Dao	1995-12-02	female	tad@gmail.com	Long Hung, On...	employee	8 years	DFE Project	ETech	System analyst	90.0000	2020-12-10	Good employee
tcb	Ta Cong Bang	2000-10-11	male	tcb@gmail.com	Hung Lai, Ninh...	employee	9 years	AAA Project	CTech	Information ma...	110.0000	2020-12-25	

Employee ID: Transfer Department:

Transfer Project: Transfer Position:

Transfer Relieving Date: Transfer Joining Date:

Reason:

Prepared by:

Nguyen Thi Ngoc Y

Date:

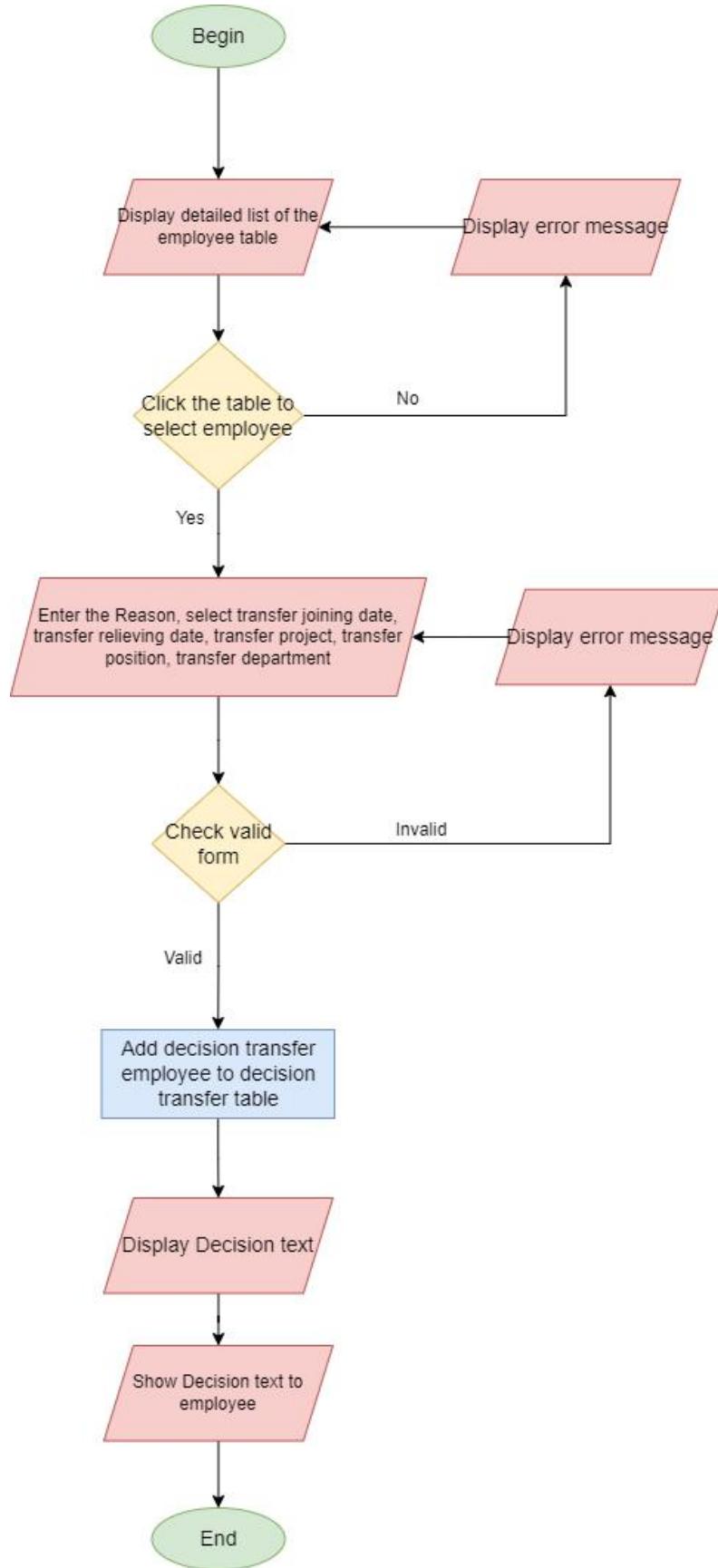
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 37

7. Decision Transfer Employee:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

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Effective Date:	Version: 1	Page 38

Decision Transfer Employee

ID	Name	Date Of Birth	Current Project	Transfer Proj...	Current Depa...	Transfer Dep...	Current Posit...	Transfer Posit...	Allowance	Reason	Relieving Date	Joining Date	Posting Date	Approval Date
TR01	Nguyen Vinh ...	2000-01-01	eProject 1	IOA Project	DTech	HTech	Project mana...	Manager	200.0000	Promote	2023-05-15	2023-05-20	2023-05-08	1900-01-01
TR02	Le Minh Nghi	2000-10-01	eProject 1	CCA Project	BTech	GTech	Receptionist	System analyst	90.0000	Promote	2023-09-15	2023-09-22	2023-12-08	1900-01-01

Employee ID:

Transfer Department:

Transfer Project:

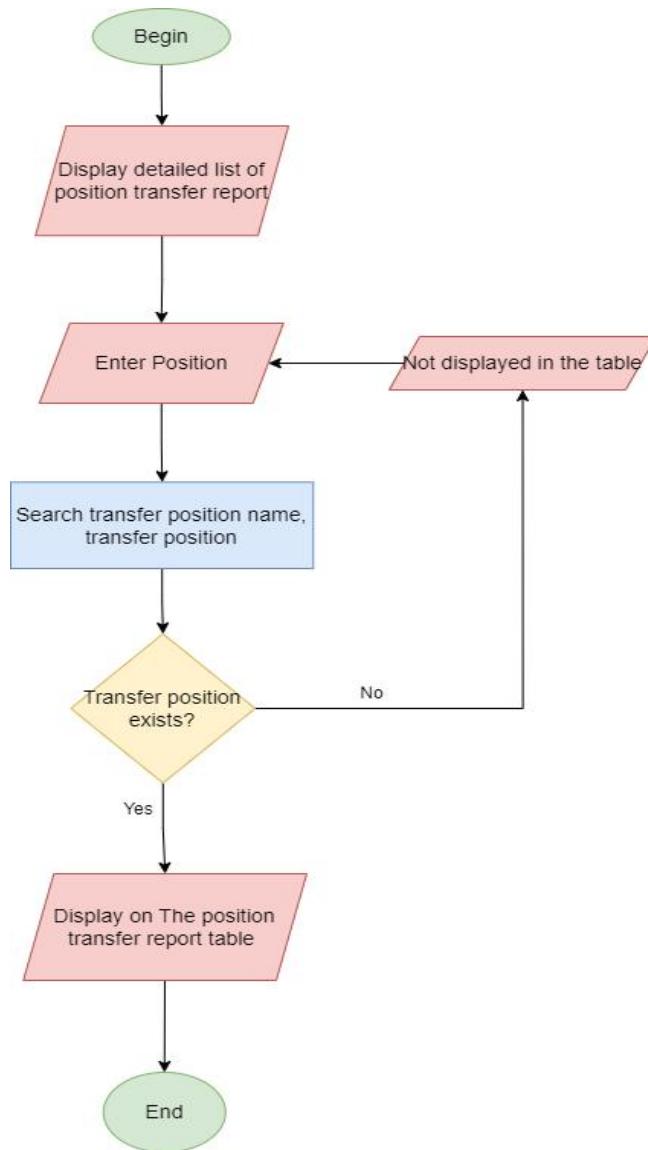
Transfer Position:

Transfer Relieving Date:

Transfer Joining Date:

Reason:

8. Position Transfer Report:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 39

The Position Transfer Report

 ABC TECHNOLOGIES Ltd.

MAY 29, 2023

THE POSITION TRANSFER REPORT

Transfer Position Number	Transfer Position Name	Allowance Level	Note
TPS01	Manager	200.0000	
TPS010	Human resources manager	100.0000	
TPS02	System analyst	90.0000	
TPS03	Accountant	70.0000	
TPS04	Project manager	100.0000	
TPS05	System administrator	200.0000	
TPS06	Receptionist	70.0000	
TPS07	Information manager	110.0000	
TPS08	Product manager	80.0000	
TPS09	Office manage	90.0000	

Transfer Position Name: Reset

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

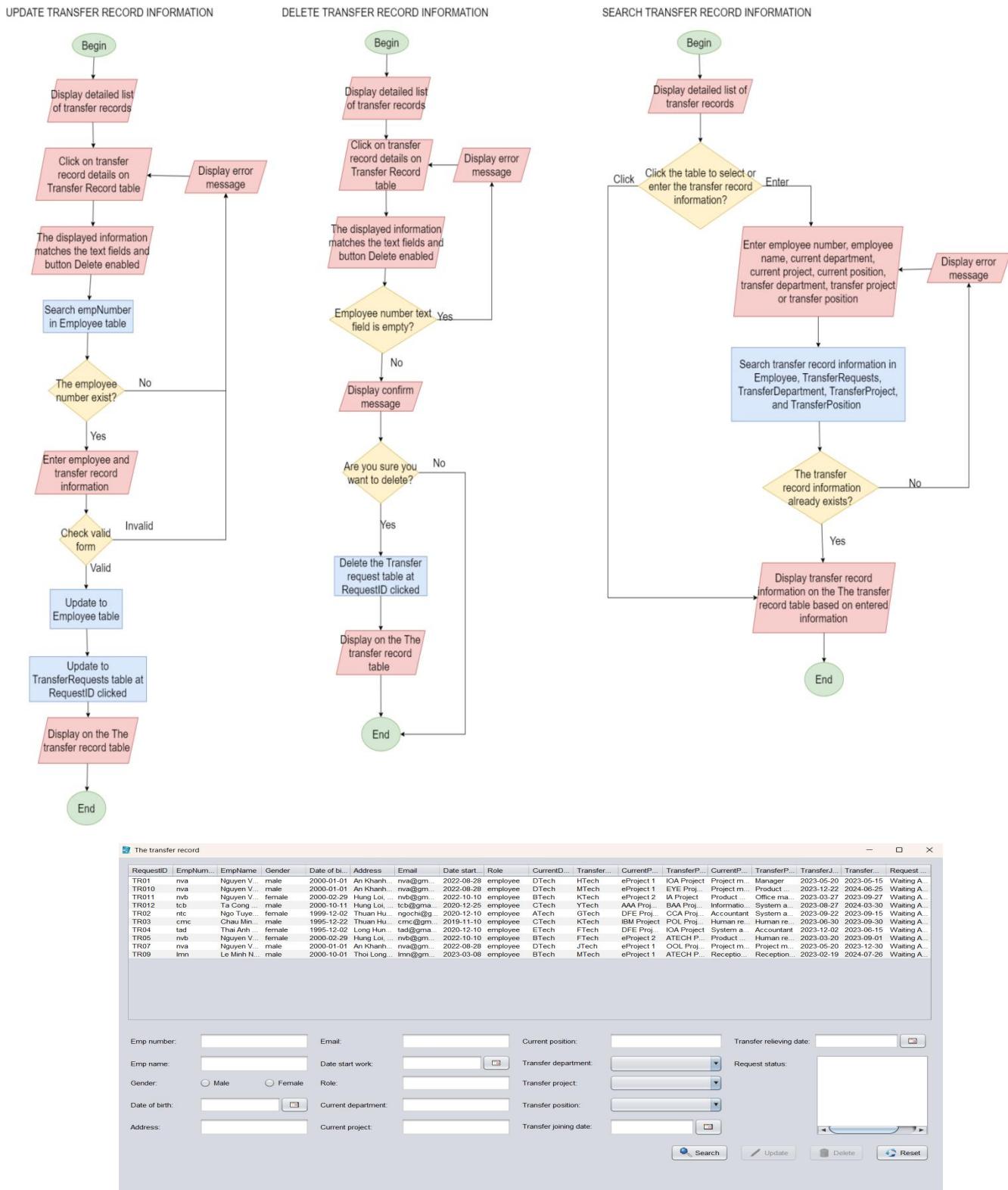
Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 40

- NGUYEN THI NGOC Y

2. The transfer record:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

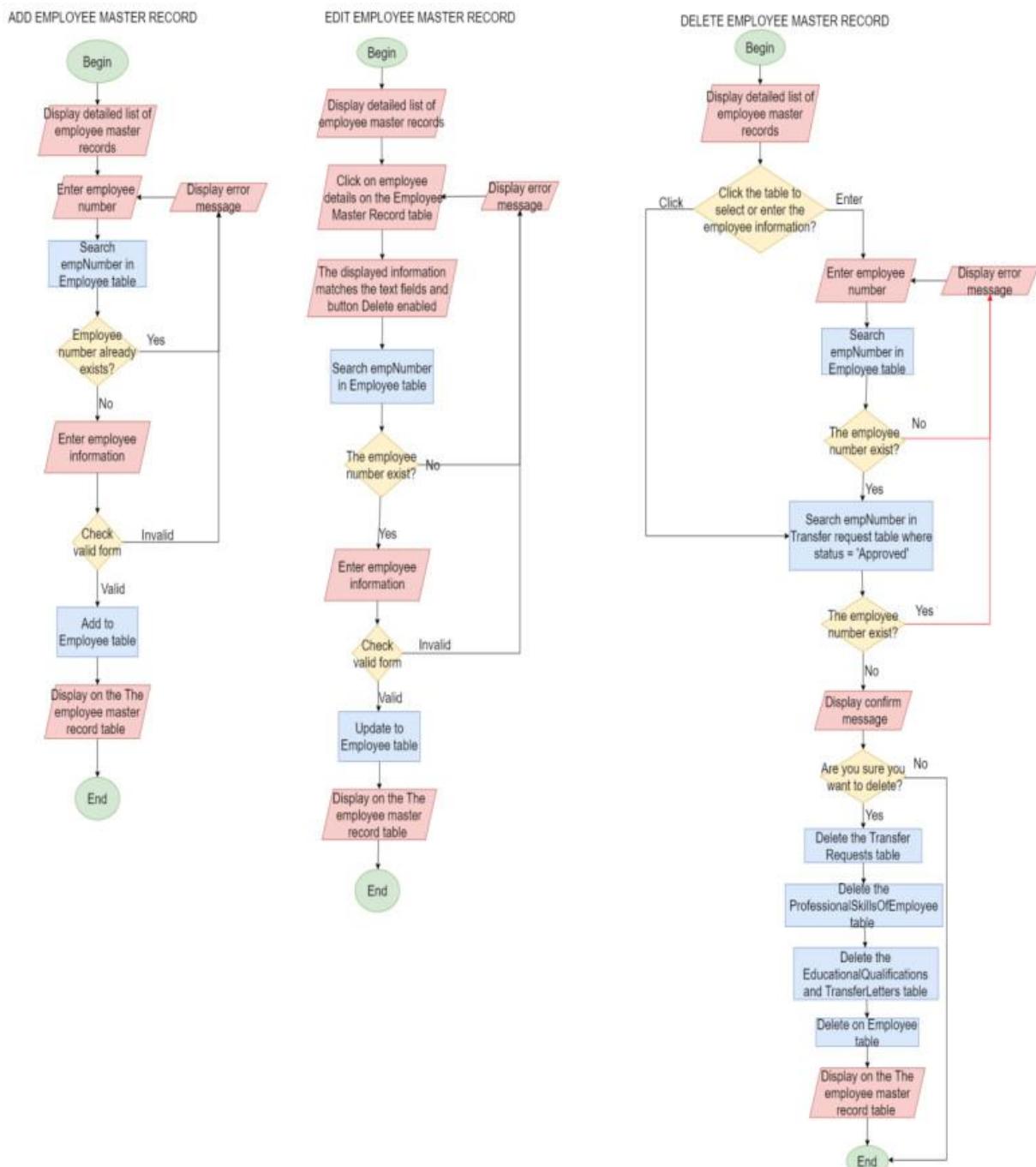
Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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3. The employee master record:

3.1 Employee:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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THE EMPLOYEE MASTER RECORD

Employee	CV												
EmpNumber	EmpName	Gender	Date Of Birth	Address	Email	Date start work	Role	Current Depart...	Current Project	Current Position	Allowances level	Work experien...	Note
cmc	Chau Minh Chiet	male	1995-12-22	Thuan Hung, T...	cmc@gmail.co...	2019-11-10	employee	CTech	IBM Project	Human resour...	100.0000	7 years	Good employee
cvb	Chau Van Bao	male	2000-01-01	Ai Khanh, Ninh...	cvb@gmail.co...	2022-08-28	employee	DTech	eProject 1	Project manager	100.0000	4 years	
dmn	Dinh My Nghi	female	2001-07-23	Thuan Hung, T...	dmn@gmail.co...	2018-10-22	employee	YTech	IBB Project	Senior Account...	70.0000	2 year	
lmn	Le Minh Nghi	male	2000-10-01	Thoi Long, On...	lmn@gmail.com	2023-03-08	employee	BTech	eProject 1	Receptionist	70.0000	3 years	New employee
lmt	Le Minh Thu	female	2002-12-22	Thuan Hung, T...	lmt@gmail.com	2019-11-02	employee	ATech	IBM Project	Office manager	90.0000	1 year	Good employee
ltm	Le Tam Nhu	female	2002-12-22	Thuan Hung, T...	ltm@gmail.com	2019-11-02	employee	ATech	IBM Project	Office manager	90.0000	1years	Good employee
ntc	Ngo Tuyet Chi	female	1999-12-02	Thuan Hung, T...	ntc@gmail.com	2020-12-10	employee	ATech	DFE Project	Accountant	70.0000	8 years	Good employee
nva	Nguyen Vinh An	male	2000-01-01	Ai Khanh, Ninh...	nva@gmail.com	2022-08-28	employee	DTech	eProject 1	Project manager	100.0000	4 years	
nvb	Nguyen Van Bi...	female	2000-02-29	Hung Lai, Ninh...	nvb@gmail.com	2022-10-10	employee	BTech	eProject 2	Product manag...	80.0000	5 years	New employee
nvp	Nguyen Vinh P...	female	2000-02-29	Hung Lai, Ninh...	nvp@gmail.com	2022-10-10	employee	BTech	eProject 2	Product manag...	80.0000	9 years	New employee
tad	Thai Anh Duong	female	1995-12-02	Long Hung, On...	tad@gmail.com	2020-12-10	employee	ETech	DFE Project	System analyst	90.0000	8 years	
tcb	Ta Cong Bang	male	2000-10-11	Hung Lai, Ninh...	tcb@gmail.com	2020-12-25	employee	CTech	AAA Project	Information ma...	110.0000	9 years	Good employee

Employee number: Email: Current position:

Employee name: Date start work: Allowance level:

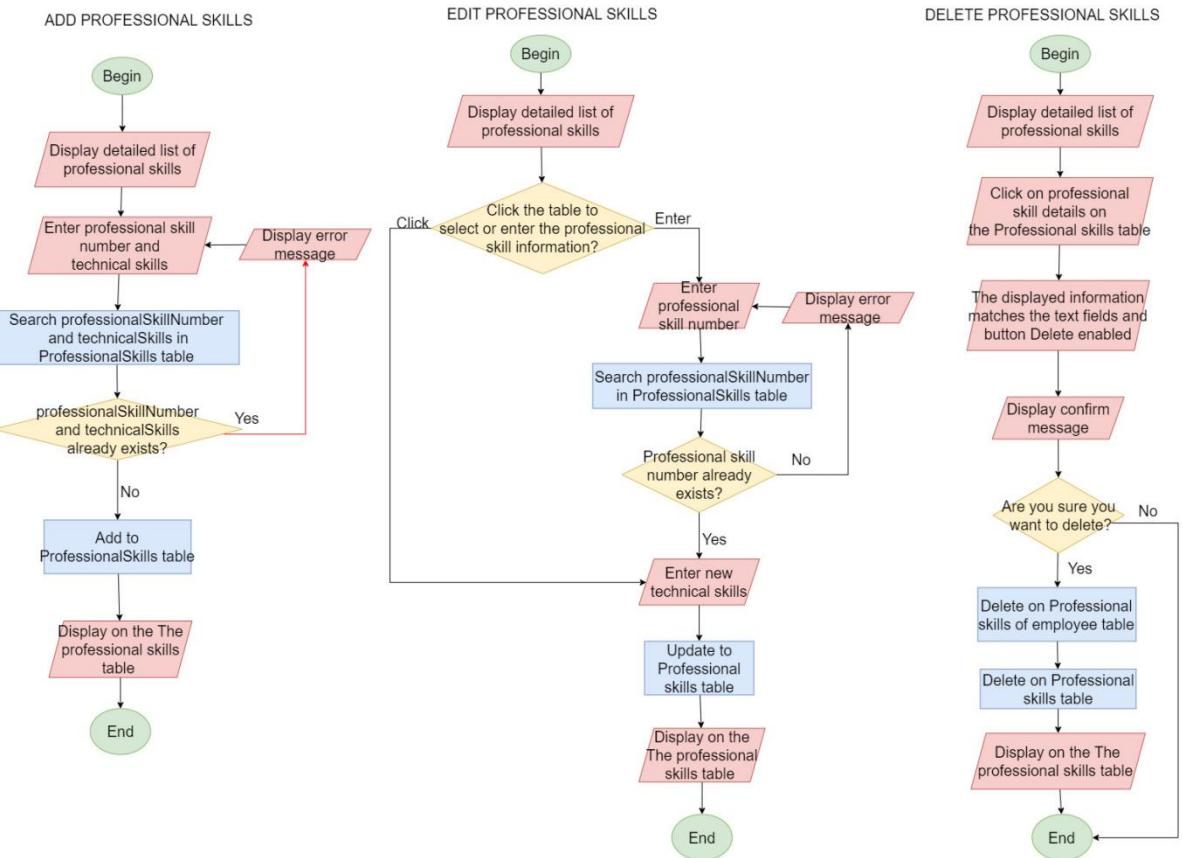
Gender: Male Female Role: Work experience:

Date of birth: Current department: Note:

Address: Current project:

3.2 CV:

3.2.1 Professional skills:



Prepared by:

Nguyen Thi Ngoc Y

Date:

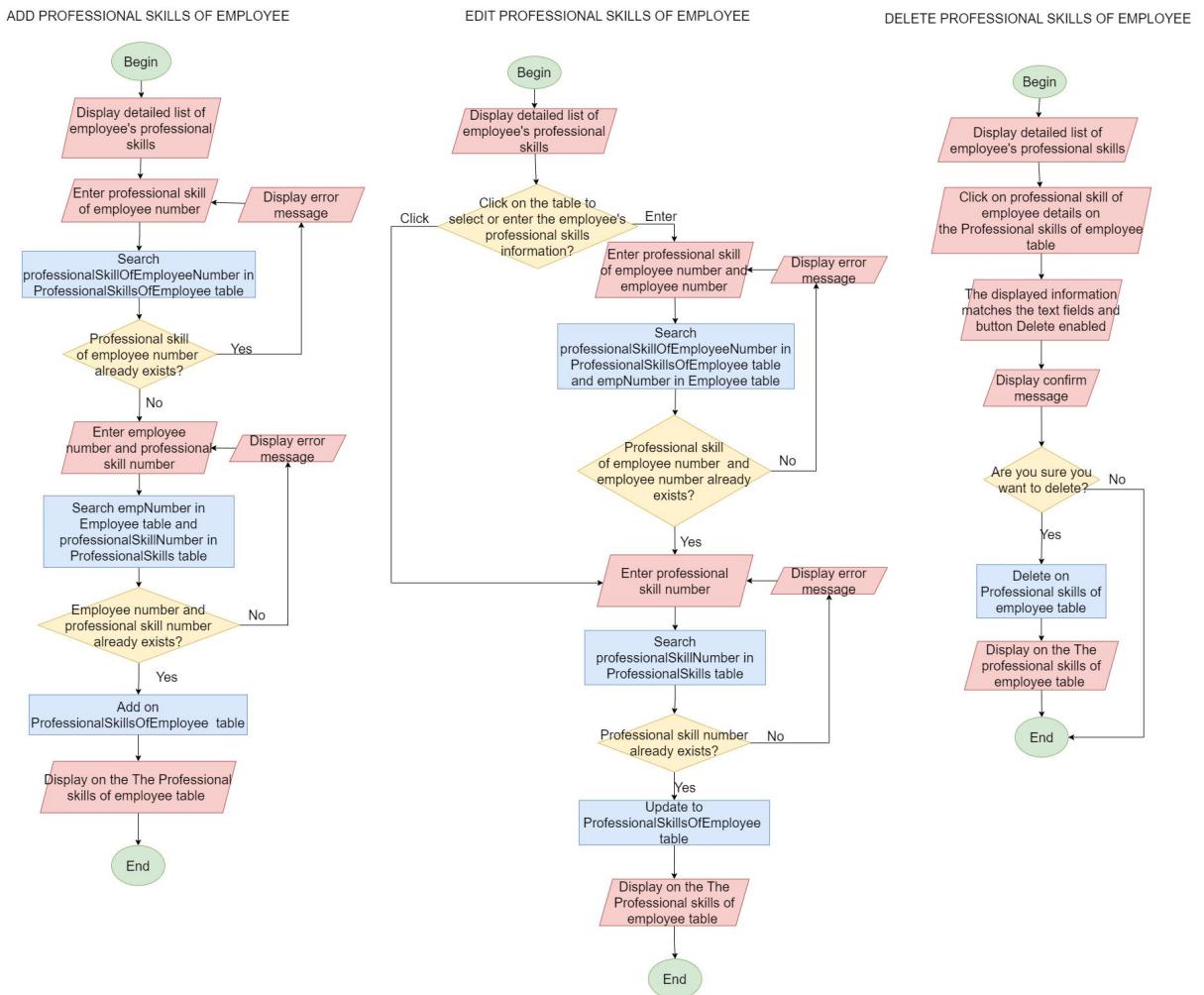
Apr 28, 2023

Approved by:

Le Thi Minh Loan

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3.2.2 Professional skills of employee:



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Nguyen Thi Ngoc Y

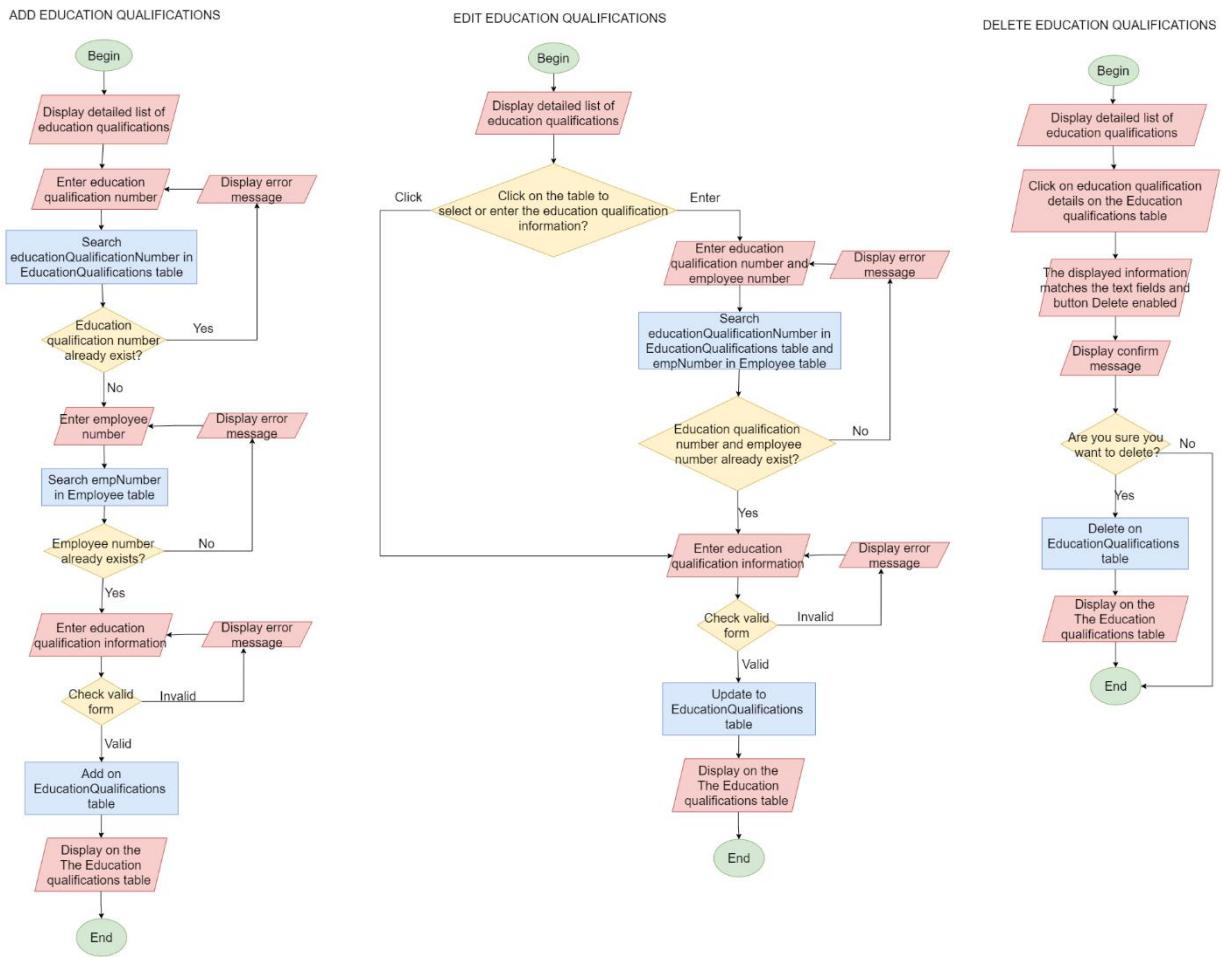
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Approved by:

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3.2.3 Education qualifications:

THE EMPLOYEE MASTER RECORD

Professional Skills		Education Qualifications				
Professional skill number	Technical skills	Education qualifica...	EmpNumber	School name	Majors	Graduation GAP s...
PS01	Java programming language	EQ1	rva	Can Tho University	IT	3.75
PS010	Financial management	EQ2	rnb	Can Tho University	IT	3.45
PS011	Bookkeeping	EQ3	rtc	Can Tho University	IT	2.75
PS02	PHP programming language	EQ4	lmt	Can Tho University	IT	3.9
PS03	Python programming language	EQ5	lmn	Can Tho University	IT	2.5
PS04	Javascript programming language	EQ6	tcb	Can Tho University	IT	1.75
PS05	UX Design					2019-2022

Professional skill number:

Technical skills:

Education qualification num.: Majors:

EmpNumber: Graduation GAP scores:

School name: Duration of study:

Professional Skills Of Employees

Professional skill of employee number	EmpNumber	Professional skill number
PE01	rva	PS01
PE010	int	PS010
PE011	cmc	PS011
PE02	rnb	PS02
PE03	cmc	PS03
PE04	rva	PS04
PE05	lmn	PS05
PE06	rtc	PS06
PE07	int	PS07
PE08	tcb	PS08

Professional skills of emp: Professional skill number:

EmpNumber:

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

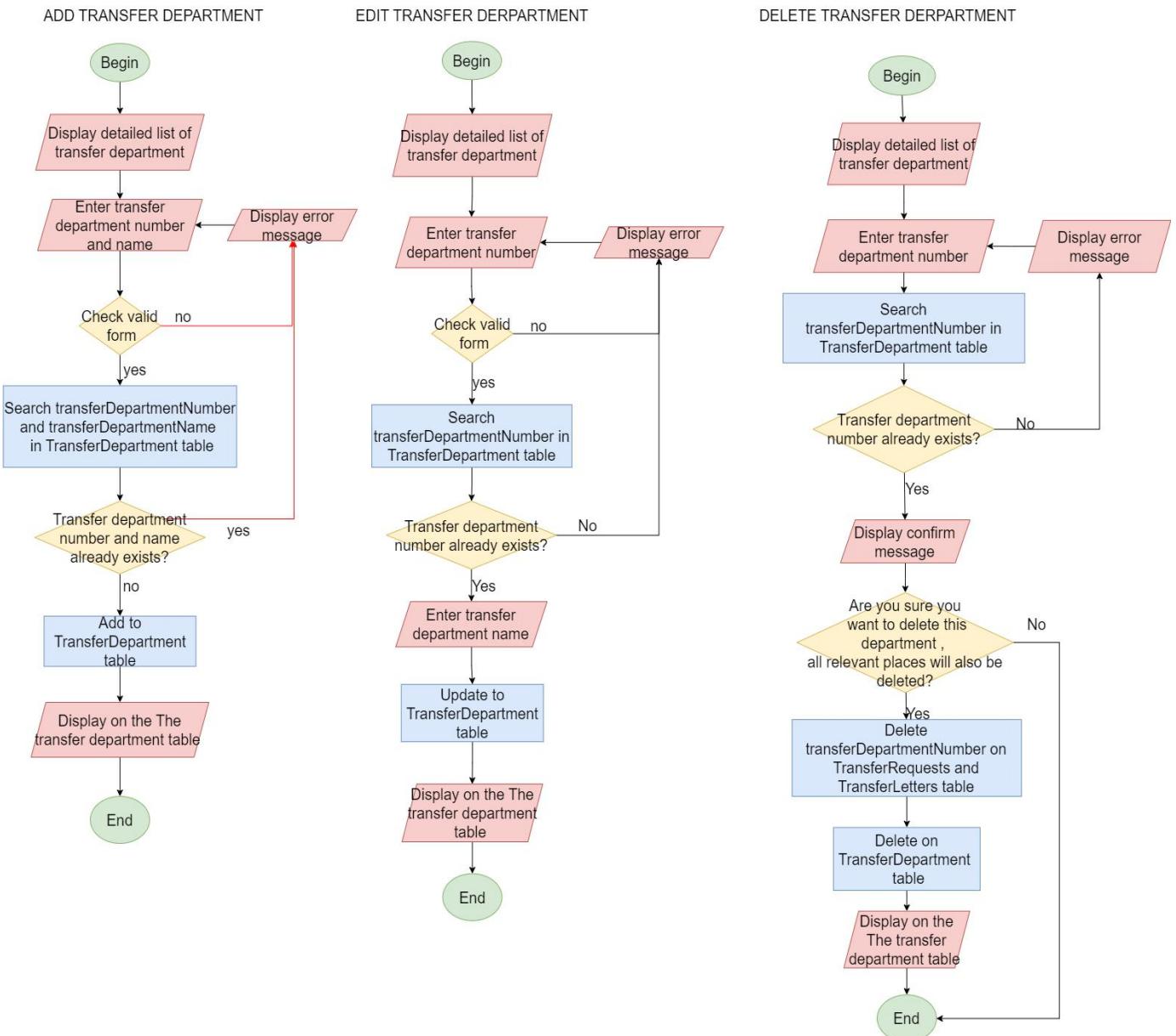
Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 45

4. The transfer:

4.1 Transfer Department:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 46

THE TRANSFER

Transfer Department	Transfer Project	Transfer Position	Employee Requesting Transfer	The allowances
Transfer department number	Transfer department name			
TD01	Operations management			
TD02	Production			
TD03	Research and development			
TD04	MTech			
TD05	Director of Office			
TD06	Accounting and Finance			
TD07	FTech			
TD08	Research and developm			

Transfer department number: Reset

Transfer department name: Add Edit Delete

Prepared by:

Nguyen Thi Ngoc Y

Date:

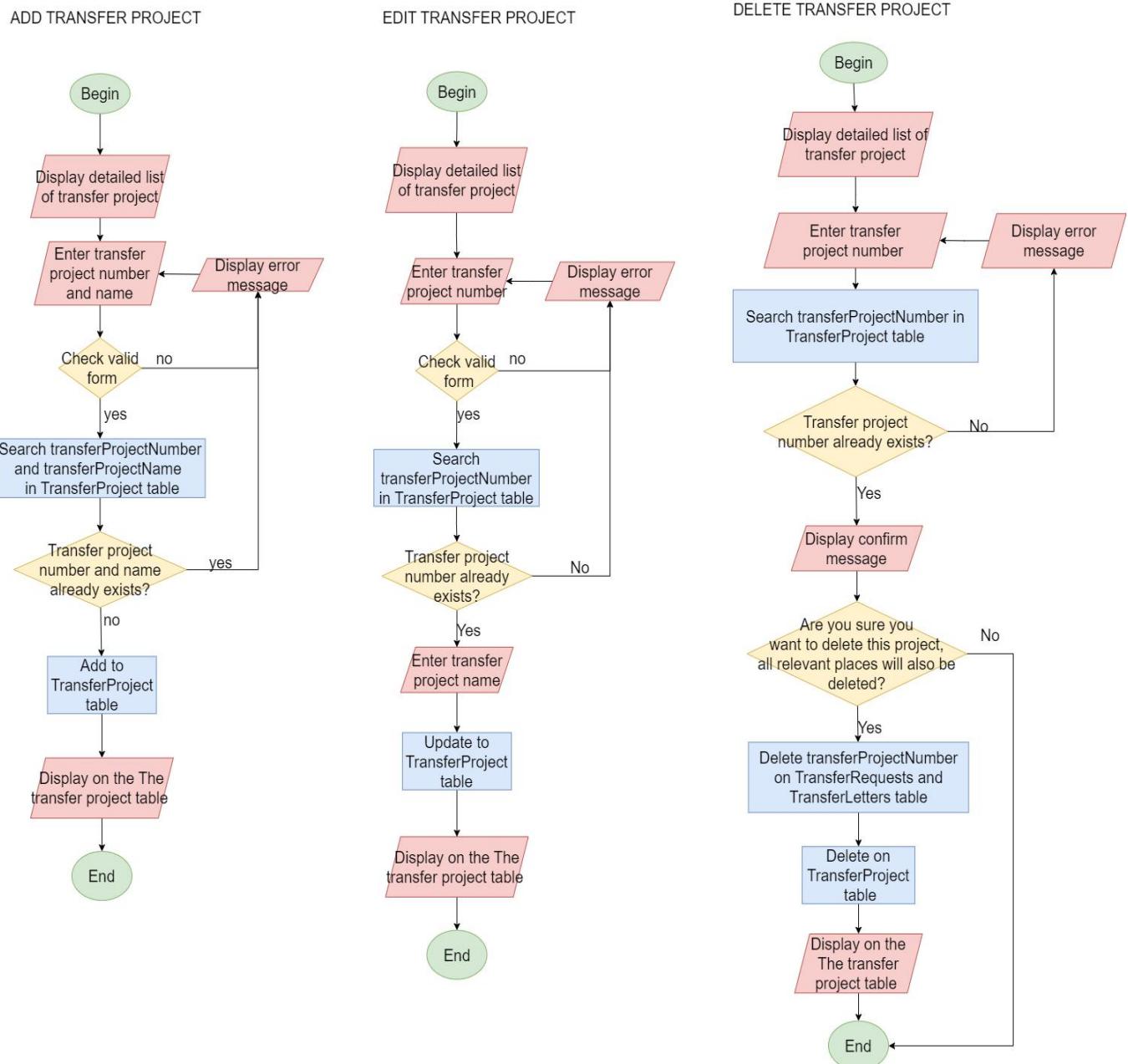
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 47

4.2 Transfer Project:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 48

THE TRANSFER

Transfer Department	Transfer Project	Transfer Position	Employee Requesting Transfer	The allowances

Transfer project number	Transfer project name
TPJ01	ATECH Project
TPJ010	OOL Project
TPJ02	CCA Project
TPJ03	BAA Project
TPJ04	ICA Project
TPJ05	IOA Project
TPJ06	IA Project
TPJ07	POL Project
TPJ08	POL Project
TPJ09	POL Project

Transfer project number:

Transfer project name:

Prepared by:

Nguyen Thi Ngoc Y

Date:

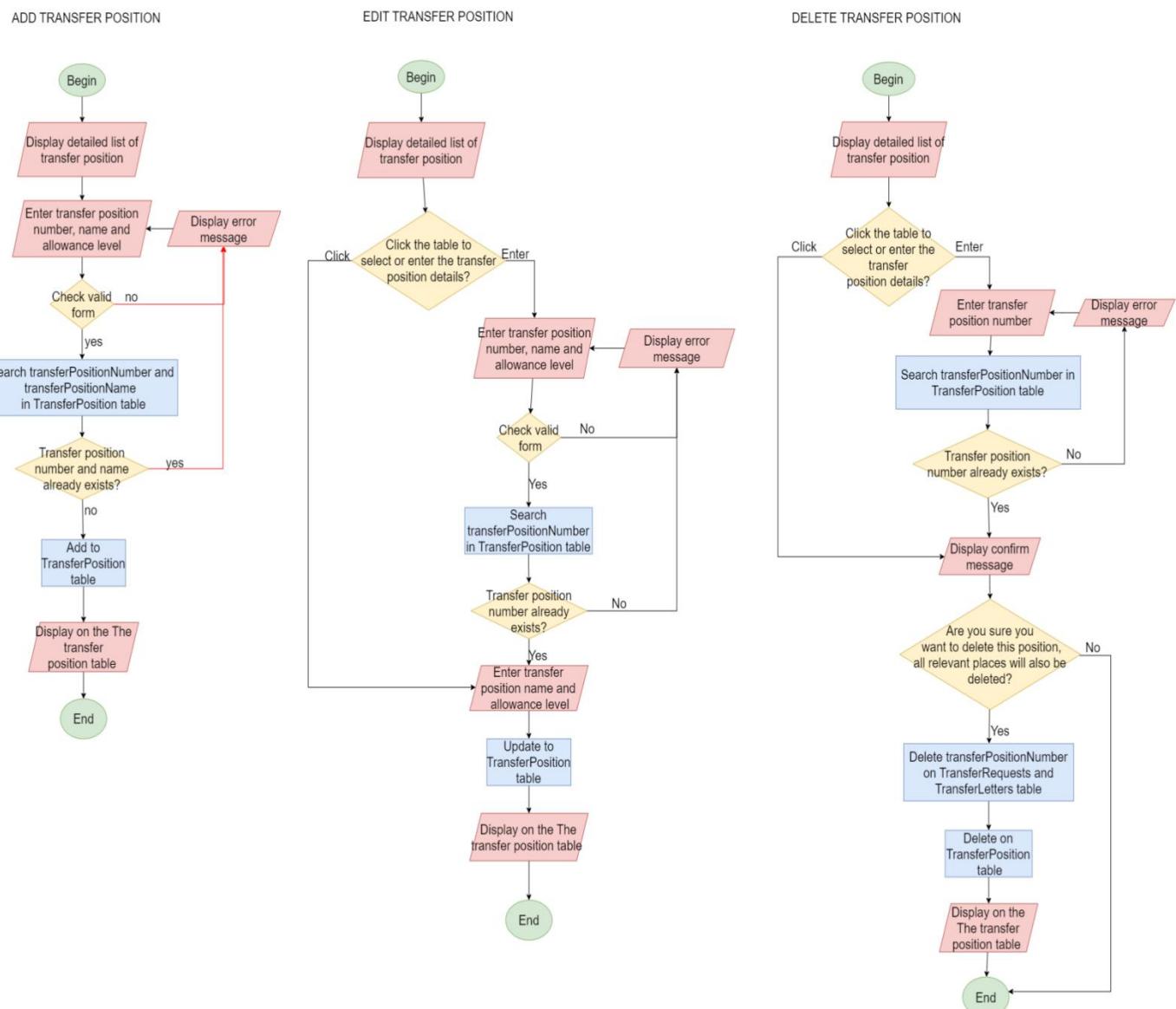
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 49

4.3 Transfer Position:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 50

 THE TRANSFER

Transfer Department Transfer Project Transfer Position Employee Requesting Transfer The allowances

Transfer position number	Transfer position name	Allowance level	Note
TPS01	Manager	200.0000	
TPS010	Human resources manager	100.0000	
TPS02	System analyst	90.0000	
TPS03	Accountant	70.0000	
TPS04	Project manager	100.0000	
TPS05	System administrator	200.0000	
TPS06	Receptionist	70.0000	
TPS07	Information manager	110.0000	
TPS08	Product manager	80.0000	
TPS09	Office manager	90.0000	

Transfer position number: Allowance level:

Transfer position name: Note:

 Add  Edit  Delete  Reset

Prepared by:

Nguyen Thi Ngoc Y

Date:

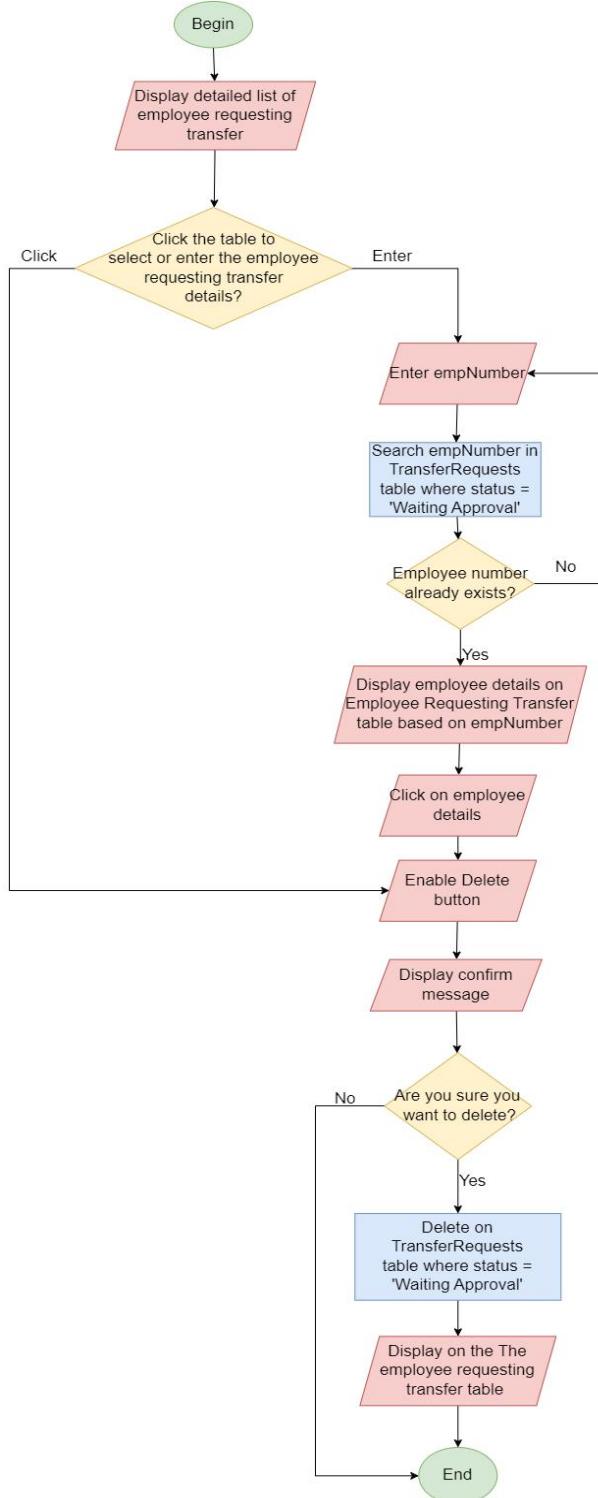
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 51

4.4 Employee Requesting Transfer:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
Effective Date:	Version: 1	Page 52

THE TRANSFER

Transfer Department	Transfer Project	Transfer Position	Employee Requesting Transfer	The allowances
nva	Nguyen Vinh An	HTech	IOA Project	Manager
nva	Nguyen Vinh An	MTech	EYE Project	Product manager
nvb	Nguyen Van Binh	KTech	IA Project	Office manager
tcb	Ta Cong Bang	YTech	BAA Project	System analyst
ntc	Ngo Tuyet Chi	GTech	CCA Project	System analyst
cmc	Chau Minh Chiet	KTech	POL Project	Human resources man...
tad	Thai Anh Duong	FTech	IOA Project	Accountant
nvb	Nguyen Van Binh	FTech	ATECH Project	Human resources man...
nva	Nguyen Vinh An	JTech	OOL Project	Project manager
lmn	Le Minh Nghi	MTech	ATECH Project	Receptionist

Keyword:

Prepared by:

Nguyen Thi Ngoc Y

Date:

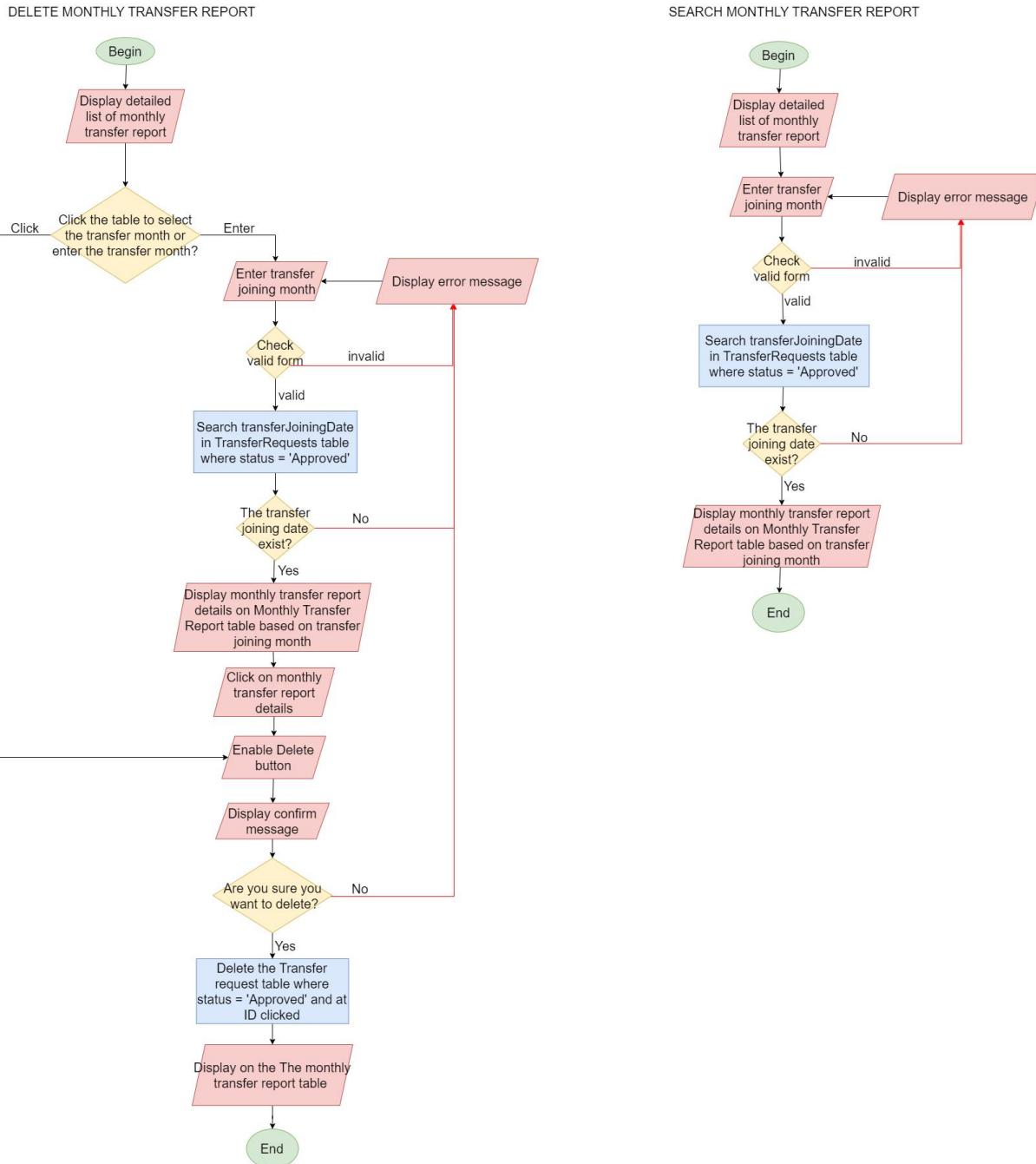
Apr 28, 2023

Approved by:

Le Thi Minh Loan

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5. The monthly transfer reports:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

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THE MONTHLY TRANSFER REPORTS



ABC TECHNOLOGIES Ltd. MAY 26, 2023

MONTHLY TRANSFER REPORT

ID	Month	Transfer Department	Transfer Project	Transfer Position	Employee
1	2023-05	Operations manageme...	IOA Project	Manager	Nguyen Vinh An
9	2023-07	MTech	ATECH Project	Information manager	Ta Cong Bang
11	2023-06	Director of Office	ICA Project	System analyst	Ngo Tuyet Chi
12	2023-02	FTech	ICA Project	Product manager	Dinh My Nghi

Transfer month:

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

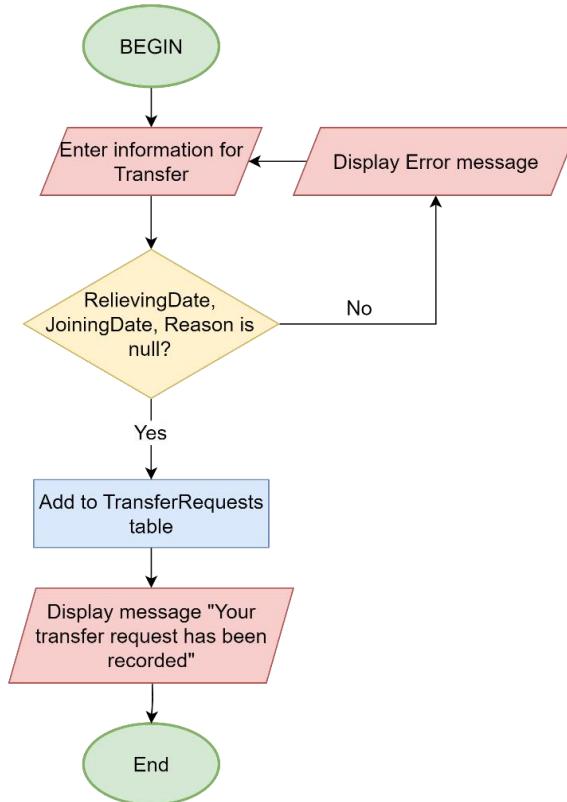
Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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- NGUYEN THANH DANG

9. Request A transfer



The screenshot shows a web application window titled 'Request A Transfer'. At the top left is a user icon and the text 'Request a transfer'. In the center is the title 'Request A Transfer'. Below the title are six input fields arranged in two rows of three. The first row contains 'Transfer Project' (dropdown: ATECH Project), 'Transfer Department' (dropdown: HTech), and 'Transfer Position' (dropdown: Manager). The second row contains 'Reason For Transfer' (text area), 'Transfer Relieving Date' (date input field), and 'Transfer Joining Date' (date input field). At the bottom right is a large green 'Submit' button.

Prepared by:

Nguyen Thi Ngoc Y

Date:

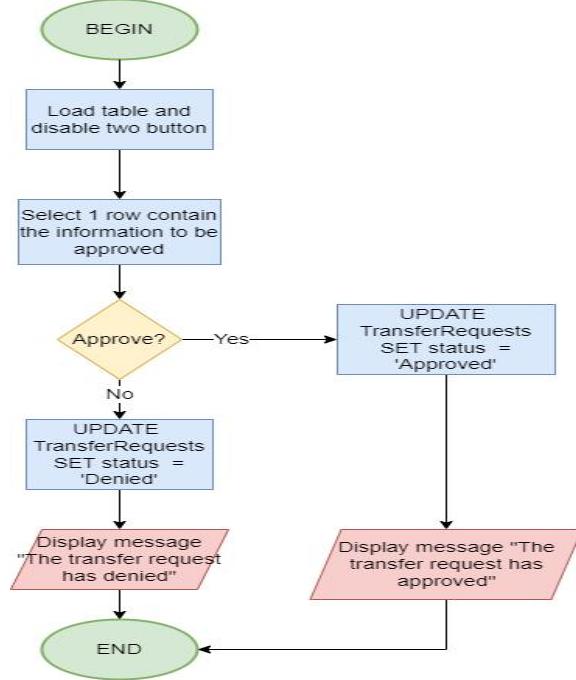
Apr 28, 2023

Approved by:

Le Thi Minh Loan

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10. Approval Transfer Request



Approval Transfer Request

Approval

ID	Name	Date Of...	Current...	Transfe...	Current...	Transfe...	Current...	Transfe...	Allowan...	Reason	Relievin...	Joining...	Posting...	Approva...
TR0	Nguyen ...	2000-0...	eProject...	IOA Proj...	DTech	MTech	Project...	Human...	100.0000	sick	2023-05...	2023-0...	2023-0...	2023-0...
TR01	Nguyen ...	2000-0...	eProject...	IOA Proj...	DTech	HTech	Project...	Manager	200.0000	Promote	2023-05...	2023-0...	2023-0...	2023-0...
TR02	Le Minh...	2000-1...	eProject...	CCA Pr...	BTech	GTech	Receptl...	System ...	90.0000	Promote	2023-09...	2023-0...	2023-12...	2023-0...

Accept Deny

Prepared by:

Nguyen Thi Ngoc Y

Date:

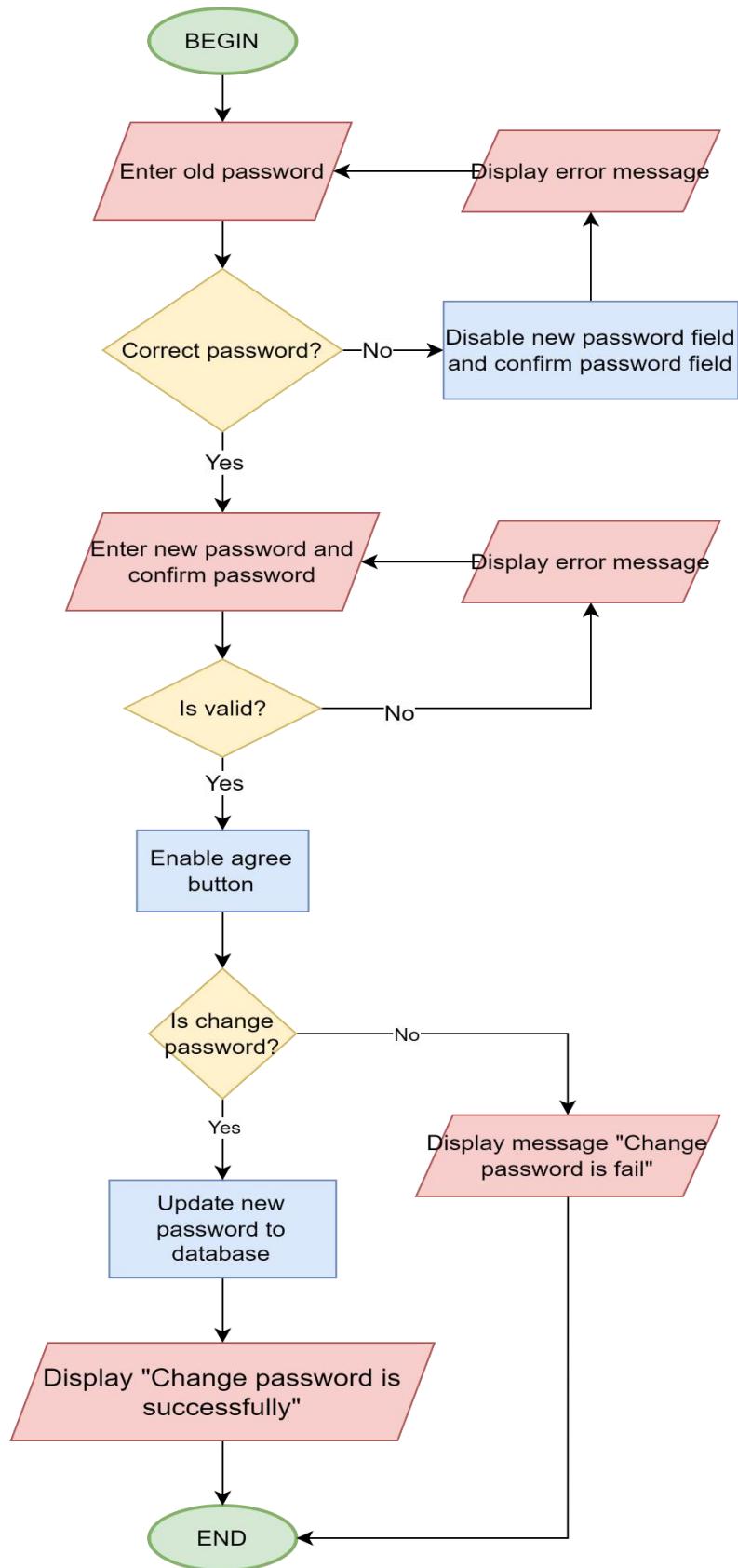
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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11. Change Password



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

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 Change Password

Old Password:

New Password:

Confirm Password:

Prepared by:

Nguyen Thi Ngoc Y

Date:

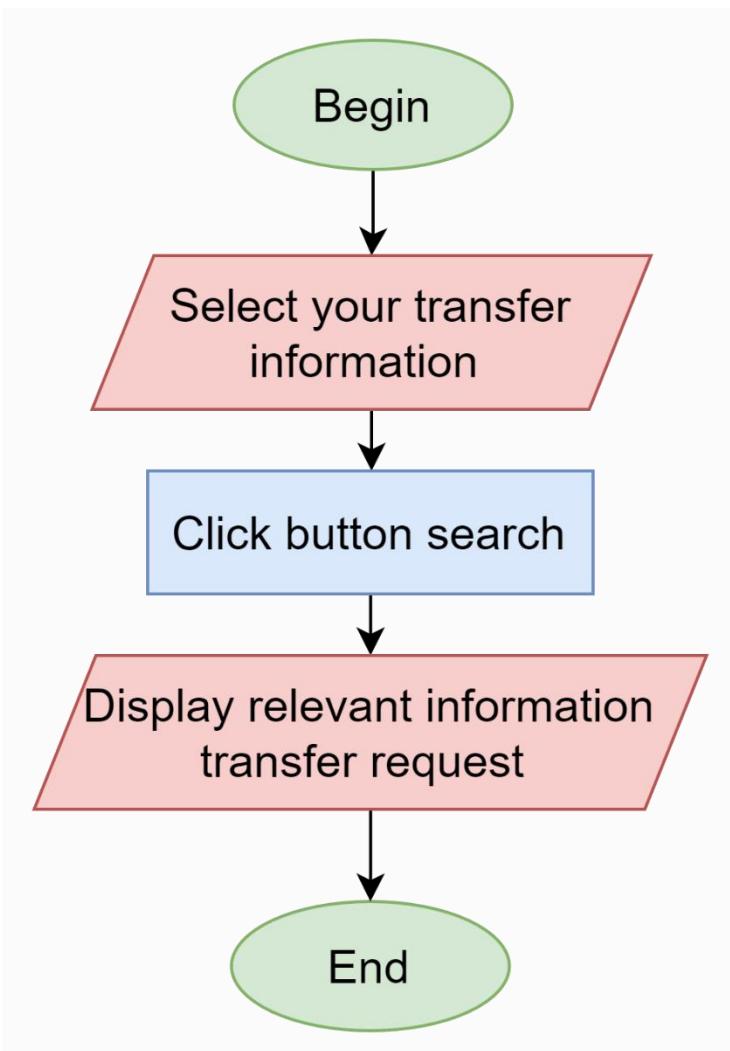
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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12. Check transfer request



Transfer Requests

Search for Transfer Requests Information

ID	Name	Date Of...	Current...	Transfe...	Current...	Transfe...	Current...	Transfe...	Allowan...	Reason	Relievi...	Joining...	Posting...	Approva...	Status
1	Nguyen...	2000-0...	eProjec...	IOA Pro...	DTech	HTech	Project...	Manager	200.0000	Promoti...	2023-0...	2023-0...	2023-0...	Approved	
13	Nguyen...	2000-0...	eProjec...	ATECH ...	DTech	HTech	Project...	Manager	200.0000	Closert...	2023-0...	2023-0...	2023-0...	Approved	
14	Nguyen...	2000-0...	eProjec...	ATECH ...	DTech	HTech	Project...	Manager	200.0000	like	2023-0...	2023-0...	2023-0...	Denied	
15	Nguyen...	2000-0...	eProjec...	BAA Pr...	DTech	KTech	Project...	Manager	200.0000	closert...	2023-0...	2023-0...	1900-0...	Waiting...	

Prepared by:

Nguyen Thi Ngoc Y

Date:

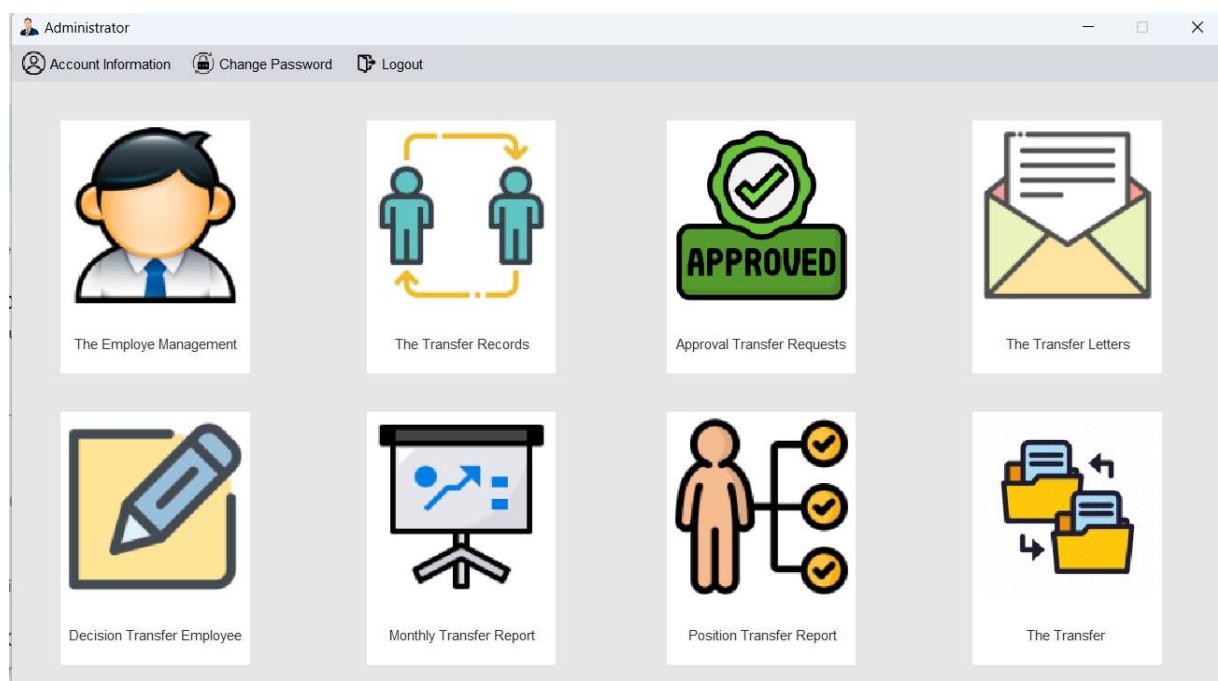
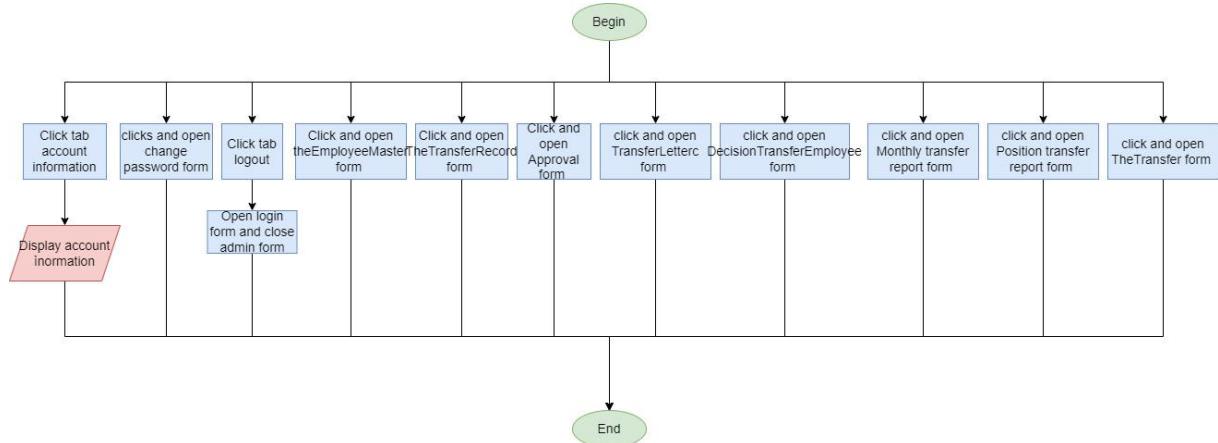
Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Process Design Document	SWD/Form No. 7
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13. Admin homepage:



Prepared by:

Nguyen Thi Ngoc Y

Date:

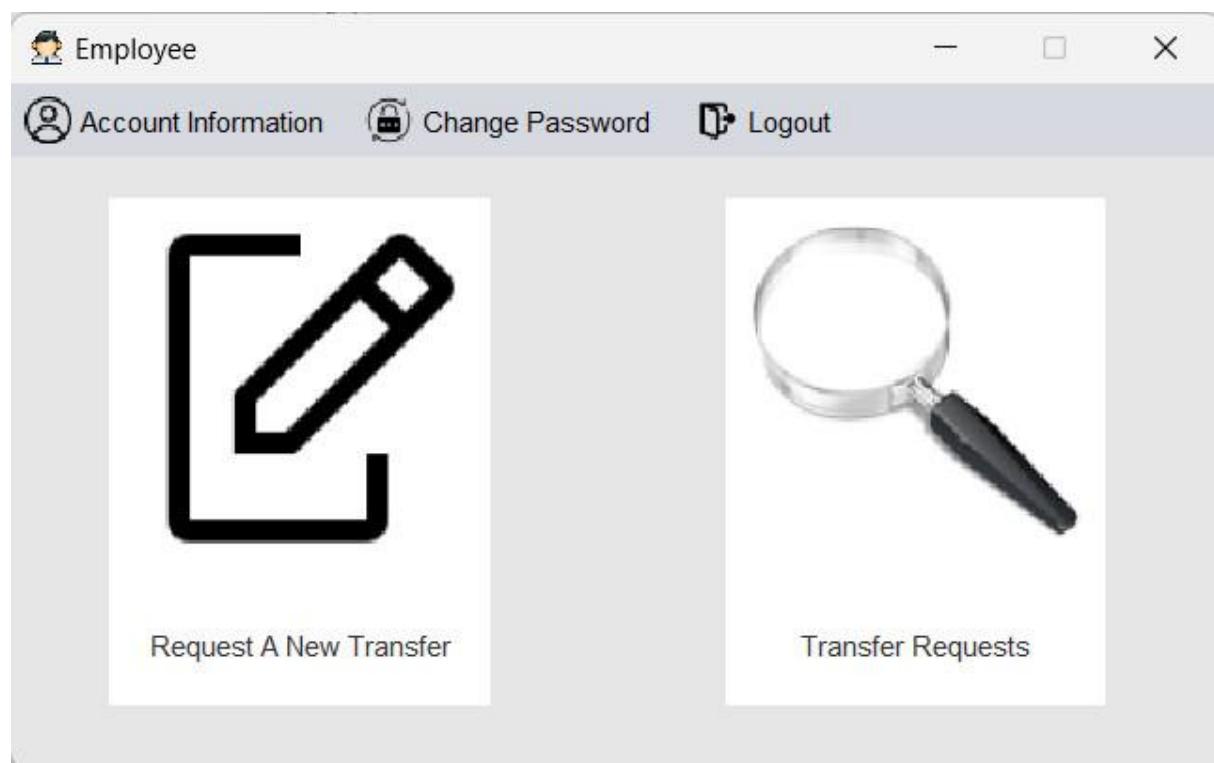
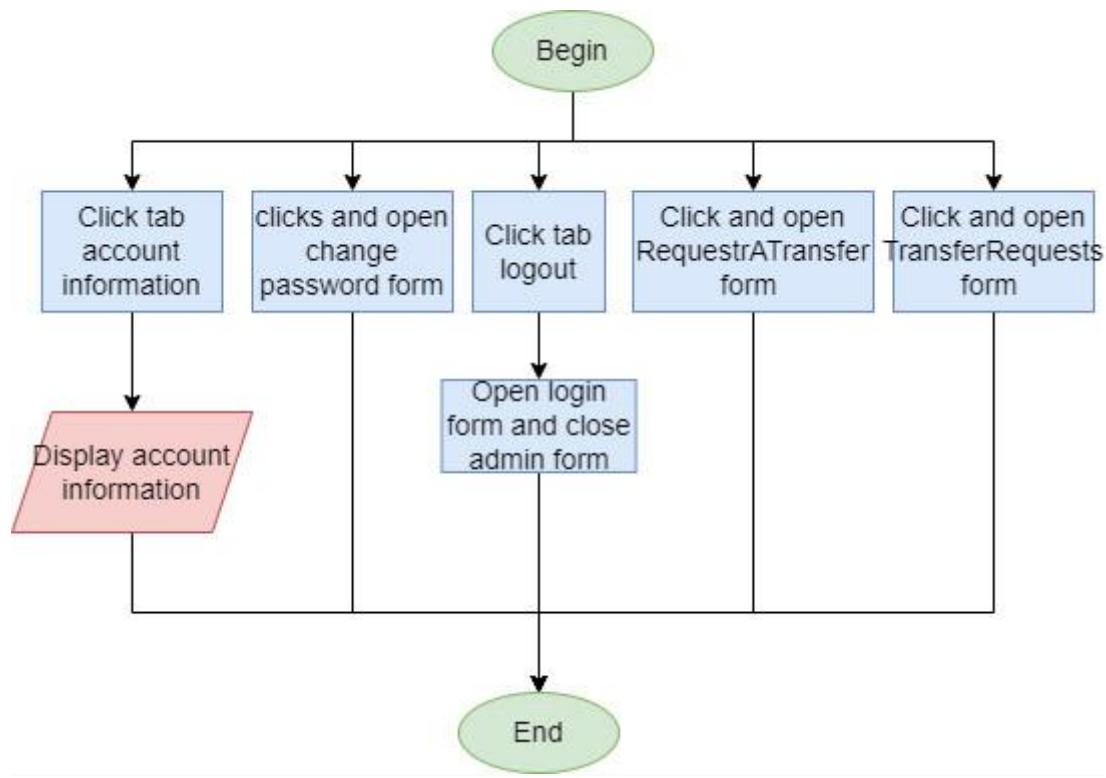
Apr 28, 2023

Approved by:

Le Thi Minh Loan

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14. Employee homepage:



Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 28, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Coding Standards Document	SWD/Form No. 8
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CODING STANDARDS DOCUMENT

I. Programming Standards:

Depending on the project, the standard of coding may vary. In general, a set of Coding Standards will include the following rules:

- Variable naming (camel case: variable name, solid case: variable name, ...).
- Indent style, indent width, tab or space usage, etc.
- Method of placing quotation marks.
- How to use spaces in logical and arithmetic expressions.
- How to write comments for code and documentation.
- Class naming conventions, filenames.
- How to write commands.
- How to declare classes and interfaces.
- File organization method. Java source files(beginning comments, package and import statements, class and interface declarations).

II. Standards for code writing style

- Filename:
- + The file name matches the highest class name the file contains(File Java source), case sensitive and ends with the extension .java
- + File Java bytecode: case sensitive and ends with the extension .class
- File organization:
- + Java source file: Each Java source file contains a single public class or interface, and class should be the first class or interface in the file.
- + Java source files have the following ordering:
 - Beginning comments.
 - Package and Import statements
 - Class and interface declarations.
- Package: Package name should use only lower case letters and digits and no underscores.

Example:

package chat;

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 30, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Coding Standards Document	SWD/Form No. 8
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- Class: Names should start with uppercase letter, and capitalize the first letter of subsequent words as well any letters that are part of acronym. All other characters in the name have to be lower case. Avoid using underscores for separating words.

Example:

UserName, Server, ChatServer

- Interface: same as class.

III. Standards for declaring Variables:

Same as Method. However variable names should be nouns or noun phrases.

Example:

private int count;

char recordDelimiter;

- Each variable must be given a unique name (identifier).
- Variable naming convention:
 - + The variable name is a string of letters, numbers, underscores (_), and dollar signs (\$). The variable name cannot be a keyword. Variable names cannot be true , false or null . Variable names can be of any length.
 - + Variable names must start with a letter, underscore (_), or dollar sign (\$).
 - + Do not use spaces in variable names.

IV. Standards for Function Declarations:

- Names should start with a lowercase letter. Capitalize the first letter of subsequent words as well as any letters that are part of an acronym.

Method names should be verbs or verb phrases.

Example:

public void sendMessage(){

.....

}

V. Other standards:

- Coding Standards for GUI Controls:
- + Prefixes for Data Access objects:

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 30, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Coding Standards Document	SWD/Form No. 8
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Prefix Data Access Objects	Prefix Data Access Objects
cn	Connection
st	Statement
pst	PreparedStatement
rs	ResultSet
ros	RowSet
crs	CachedRowSet
jrs	JDBCRowSet
dmd	DatabaseMetaData
rmd	ResultSetMetaData
pmd	ParameterizedMetaData

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 30, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Task Sheet	SWD/Form No. 9
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TASK SHEET

1. Project Title: Employee Transfer Management

No.	Task	Planned Start Date	Actual Start Date	Actual Days	Teammate Name	Status
1.	Document: 1, 3, 6, 7, 8, 9	Apr 17, 2023	Apr 18, 2023	15 days	Nguyen Thi Ngoc Y	Completed
2.	Document: 2B, 6, 7, 10, 11, 12	Apr 17, 2023	Apr 20, 2023	15 days	Nguyen Thanh Dang	Completed
3.	Document: 2A, 4, 5, 6, 7	Apr 17, 2023	Apr 20, 2023	15 days	Le Minh Vuong	Completed
4.	The transfer records	Apr 29, 2023	Apr 29, 2023	15 days	Nguyen Thi Ngoc Y	Completed
5.	The employee master record	May 3, 2023	May 3, 2023	15 days	Nguyen Thi Ngoc Y	Completed
6.	The monthly transfer report	May 5, 2023	May 8, 2023	4 days	Nguyen Thi Ngoc Y	Completed
7.	The transfer	May 8, 2023	May 10, 2023	9 days	Nguyen Thi Ngoc Y	Completed

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 22, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Task Sheet	SWD/Form No. 9
Effective Date:	Version: 1	Page 64

8.	Account information	May 17, 2023	May 18, 2023	2 days	Nguyen Thi Ngoc Y	Completed
9.	Request a transfer	May 5, 2023	May 10, 2023	8 days	Nguyen Thanh Dang	Completed
10.	Approval transfer request	May 5, 2023	May 5, 2023	7 days	Nguyen Thanh Dang	Completed
11.	Search for transfer request information	May 17, 2023	May 18, 2023	2 days	Nguyen Thanh Dang	Completed
12.	Change password	May 8, 2023	May 8, 2023	5 days	Nguyen Thanh Dang	Completed
13.	Home page admin and employee	Apr 29, 2023	Apr 29, 2023	10 days	Nguyen Thanh Dang	Completed
14.	The transfer letters	May 10, 2023	May 10, 2023	10 days	Le Minh Vuong	Completed
15.	Decision transfer employee	May 5, 2023	May 6, 2023	7 days	Le Minh Vuong	Completed
16.	The position transfer reports	May 15, 2023	May 15, 2023	5 days	Le Minh Vuong	Completed
17.	Login, manage profile	Apr 29, 2023	Apr 18, 2023	7 days	Le Minh Vuong	Completed

Prepared by:

Nguyen Thi Ngoc Y

Date:

Apr 22, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Testing Document	SWD/Form No. 10
Effective Date:	Version: 1	Page 65

TESTING DOCUMENT

ID	Test Case Name	Task	Result	
			Expected	Actual Result Pass/Fail-Comments
1.	Add employee	Enter employee details: Employee number: nva Password: nva123 FullName: Nguyen Vinh An Gender: Male DateofBirth: 1-1-2000 Email: nva@gmail.com Address: An Khanh, Ninh Kieu, Can Tho City Role: Employee WorkExperience: 10 year currentPosition: employee currentDepartment: BTech currentProject: eProject1 Allowances: 00 dateStartWork: 8-8-2012	Record is added to the database	Pass
2.	Edit information of employee	Enter new information you want to edit: Email: nva123@gmail.com	The new information is updated to the database	Pass
3.	Delete employee	Select the employee to delete in table	The employee is deleted to the database	Pass
4.	Add a Administrator	Enter Administrator details: AdminNumber: admin Password: admin123 Gender: Male DateofBirth: 1-1-2000 Email: admin@gmail.com Address: An Khanh, Ninh	Record is added to the database	Pass

Prepared by:

Nguyen Thanh Dang

Date:

May 17, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Testing Document	SWD/Form No. 10
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		Kieu, Can Tho City		
5.	Edit information of Administrator	Enter new information you want to edit: Email: admin123@gmail.com	The new information is updated to the database	Pass
6.	Delete Administrator	Select the Administrator to delete in table	The Administrator is deleted to the database	Pass
7.	Add Transfer Project	Enter Transfer Project details: TransferProjectNumber: TPJ01 TransferProjectName: ATECH Project	Record is added to the database	Pass
8.	Edit name of Transfer Project	Enter new name you want to edit: TransferProjectName: CCA Project	The new name is updated to the database	Pass
9.	Delete Transfer Project	Select the Transfer Project to delete in table	The Transfer Project is deleted to the database	Pass
10.	Add Transfer Department	Enter Transfer Departmentdetails: TransferDepartmentNumber: TD01 TransferDepartmentName: HTech	Record is added to the database	Pass
11.	Edit name of Transfer Department	Enter new name you want to edit: TransferDepartmentName: FTech	The new name is updated to the database	Pass
12.	Delete Transfer Department	Select the Transfer Department to delete in table	The Transfer Department is deleted to the database	Pass
13.	Add Transfer Position	Enter Transfer Positiondetails: TransferPositionNumber: TPS01 TransferPositionName: Manager Allowance level: 200	Record is added to the database	Pass
14.	Edit name of	Enter new name you want	The new name	Pass

Prepared by:

Nguyen Thanh Dang

Date:

May 17, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Testing Document	SWD/Form No. 10
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	Transfer Position	to edit: TransferPositionName: Project Manager	is updated to the database	
15.	Delete Transfer Position	Select the Transfer Position to delete in table	The Transfer Position is deleted to the database	Pass
16.	Add Professional Skills	Enter Professional Skills details: professionalSkillNumber: PS01 engineeringRelatedSkills: Java programming language	Record is added to the database	Pass
17.	Edit name of Professional Skills	Enter new engineeringRelatedSkills you want to edit: engineeringRelatedSkills: PHP programming language	The new engineeringRelatedSkills is updated to the database	Pass
18.	Delete Professional Skills	Select the Professional Skills to delete in table	The Professional Skills is deleted to the database	Pass
19.	Add Educational Qualifications	Enter Educational Qualifications details: educationalQualifications Number: EQ1 schoolName: Can Tho University majors: IT graduationGAPScores: 3.75 durationOfStudy: 2019-2022	Record is added to the database	Pass
20.	Edit name of Educational Qualifications	Enter new durationOfStudy you want to edit: durationOfStudy: 2019-2023	The new durationOfStudy is updated to the database	Pass
21.	Delete Educational Qualifications	Select the Educational Qualifications to delete in table	The Educational Qualifications is deleted to	Pass

Prepared by:

Nguyen Thanh Dang

Date:

May 17, 2023

Approved by:

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Design Plan:	Document Name: Testing Document	SWD/Form No. 10
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			the database	
22.	Add Transfer Request	Enter Transfer Request details: transferRequestNumber: TR01 reason: lack of staff dateOfPosting: 2023-05-15 transferRelievingDate: 2023-06-17 transferJoiningDate: 2023-05-18 approvalDate: 2023-05-17 status: Waiting Approval	Record is added to the database	Pass
23.	Edit name of Transfer Request	Enter new transferRelievingDate you want to edit: transferRelievingDate: 2023-06-18	The new transferRelievingDate is updated to the database	Pass
24.	Delete Transfer Request	Select the Transfer Request to delete in table	The Transfer Request is deleted to the database	Pass
25.	Approval request transfer	Approved request	Update status is approved in database	Pass
		Approved request	Update status is approved in database	Pass
26.	Change password	Enter old password: 123456 Enter new password: admin123 Enter confirm password: admin123	Update new password to database	Pass
27.	Login	Enter username: admin Enter password: admin123	go to AdminForm	Pass
		Enter username: admin Enter password: admin123	go to EmployeeForm	Pass
28.	Logout	Confirm 'Yes'	go to LoginForm	Pass

Prepared by:

Nguyen Thanh Dang

Date:

May 17, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Project Review	SWD/Form No. 11
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PROJECT REVIEW

Date	Project Plan Activity/Mile stone	Work Specification	Status of the Activity	Remarks	Responsibility
17/4/2023	Definition of the problem	Identify the client's problem(needs and expectations) (Form No.1. Problem Definition Document), Defining the scope of the project, Find references.	Done	On time	Good
20/4/2023	Requirements Analysis	Identify the processes of the current system, and the inputs and outputs for those processes, give a list of software and hardware required to implement the system and customer's acceptance criteria for the project (Form No.2A and Form No.2B), create a "Project Plan" (Form No.3).	Done	On time	Good
27/4/2023	Design	Designing the GUI Standards (Form No.4), Designing the Interface (Form No.5), Designing the Database (Form No.6), Designing the Process Modules (Form No.7), Designing Coding Standards (Form No.8), Assigning and Monitoring Tasks (Form No.9).	Done	On time	Good
3/5/2023	Develop	Building the Database, implement the User Interface using Java, proceed to write the program and run a demo.	Done	On time	Good
17/5/2023	Evaluation/Testing	Test functionality, try all test cases and fix errors, give it to your peers for testing the entire project (Form 10).	Done	On time	Good
	Project Tracking and Monitoring Activities	Check the progress of a project. (Form No.11. Project Review and Form No.12. Final Checklist).	Done	On time	Good

Prepared by:

Nguyen Thanh Dang

Date:

Apr 25, 2023

Approved by:

Le Thi Minh Loan

Design Plan:	Document Name: Final Checklist	SWD/Form No. 12
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FINAL CHECKLIST

S.No.	Aspect tested	Suggestion/Remarks
1.	Have all the modules been properly integrated and are they completely functional?	Yes
2.	Does each unit meet its objective and purpose? Are all the validations happening as specified in Process Design?	Yes
3.	Have all Design and Coding standards been followed and implemented?	Yes
4.	Is the GUI design consistent all over?	Yes
5.	Are the codes working as per the specification?	Yes
6.	Does the application's functionality resolve the client problem, and satisfy his needs completely?	Yes
7.	Have the hardware and software been correctly chosen?	Yes
8.	Additional features and utilities that give value addition to the entire project	Yes

Prepared by:

Nguyen Thanh Dang

Date:

May 17, 2023

Approved by:

Le Thi Minh Loan

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<u>Form 4: GUI Standard of Application</u>	12
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<u>Form 12: Final Checklist</u>	70

Prepared by:

Le Minh Vuong

Date:

Approved by:

Le Thi Minh Loan