

Edinburgh Napier University



BSc

Group Project

Project Group (4)

Online Employee Payroll Management System

Name – Wai Yan Phone Myat (40524296)

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Self-Evaluation

Introduction

This report is the self-evaluation report that is assigned to write the personal efforts, contributions and difficulties during this group project subject. I have faced a lot difficulties and issues during this project. I had to overcome those difficulties and issues by the assigned deadlines. This self-evaluation report will contain the analysis and results of my contribution during the project. Since the start of this project there are four member in the group and each one has their own responsibilities to do. My responsibilities is being the project manager of the group so I had to manage the other team members to complete their tasks and have a great communication with client and sponsor. A client is the person who demand the development stage of our efforts and sponsor is the one who support the group during this project to complete the processes.

As a manager I need to control the team before the weekly presentation such as Monday presentations and Friday Kickoff meetings in the assigned times. I had to give tasks to the member to talk about during the presentation so that they will have something to talk about to the client and sponsor. I also have to set the deadlines every week so that every member will complete the tasks before the assigned deadline. I also have the job to set the risks updated inside the follow-up register. Risks are happening every time in every week and I need to keep them updated so whenever the risks happened I put them in the follow-up registers. That is how I manage my team and the risks that is happening there.

To be expand, since the project start me and the other members think about what programming language that will use in this project. Other given their decision but as a manager I chose the PHP language and they all agree on it. For the database to store the data I chose the MySQL. And then I gave the members the tasks that they need to be done at the end of every total week. Every development process is shown to the client and sponsor at the assigned time and the team is move on to next step if the client and sponsor is satisfied with the content that the team is given. Each registers such as follow-up and health register are shown to the client and sponsor too. I also prepared the contribution spreadsheet to calculate the works of the members through every week. Since I also revisit some of the programming language website in case I have to help with the development process. So that other team member can do their work fair and square.

Team Work

28/2/2022

S: Have no clue what communication platform to use to have usual team meeting.

T: Search the all kind of platform that can be used to communicate.

A: I chose the discord application to have usual team meeting. Then created the own server for studying and created the private text channel and voice channel to communicate.

R: We have been able to create certain team meeting during our free times and help each other out.

L: By doing that I have learned how to use discord and its efficiencies.

4/3/2022

S: Even after the whole week I think that the team communication is lacking and I have a thought to be friendlier with each team member.

T: Has to start conversation within the zoom meeting at first. The teacher divided the breakout rooms so that team member can work with each other's.

A: As an action I tried my best to communicate with the team at the study time that has been assigned by teachers and asked them to join discord whenever they are free. So that we had more relationship than before.

R: After spending times with the team we became good friends and openly within each other's.

L: I have learned about the intentions of the friendship and teamwork after spending time with them.

7/3/2022

S: One of my team member got in with health issues which might cause his absent in the client meeting at the start of the week. And he is depressed about it

T: As a task I have a responsibility to call him into the meeting and support him as the team member.

A: As an action I told him to just sit tight in the meeting and only need to talk when only necessary. I cheered him up not to depressed when he needed me the most. I explained about the facts of his role in the meeting and that I will be the one who will answer the question that client is going to ask.

R: As a result, we convinced him to be a part of the meeting and the meeting went off good.

L: I have learned that I should never abandon the team whenever they need me the most and motivation to work together as a team.

Project Management

2/3/2022

S: Group doesn't have any rules to control and need something to do about it

T: Ground rules are important in this part and needed to set them to control the team

A: As an action I looked how to set ground rules online and watch some YouTube video of setting them. And I give the marks equally and fairly. If the group member do the tasks on given time he will get 15 marks.

R: As a result I created a good ground rule sample that everybody would love to follow.

L: I learned how to set the effective rules for the other

Drive for results

28/3/2022

S: Taking too long on writing the contact us page and doesn't come up with new idea

T: I am weak at code and I am trying to help out the developer in case he is taking too many work. So I had to search at the basic level.

A: I went online and search for the idea for contact us page then try them on my own. I had to keep changing the code and not satisfy yet. But in one YouTube Channel I found what I was looking for. I took a reference from that website and write by my own.

R: As a result, I was able to finish the contact us page after spending a long time in it.

L: I learned that even it take some times the result will come out eventually. I also learned to patient and productive.

4/3/2022

S: Have a peer review meeting with another group and system isn't finish yet

T: To be able to complete the system and presentable things to the another team

A: I managed the team to complete the task before that presentation day. I stay up all night checking the developer work. After he finished I prepare the presentation that I am going to do

R: I have been able to do the presentation with another team.

L: I learned that we need to finish tasks no matter how I am going to busy for it

Conclusion

During this project I have faced a lot of tasks and problems. Because of those problems I have been able to learn how to manage the team as a manager and my management skill is improved than before this project starts. I also improved the positive relationship skill within the team members, client and sponsors. When this project start the team member doesn't know each other and don't know how to communicate with each other. After working together I have built the great relationship with them. Not only I have been improved as a manager but also they have been improved as their perspective too. I had been improved myself a lot in this six weeks and got the best experience to use in the future because of this group project. I think I might be able to do the project manager in future projects because of the help I got from this project. I overcome my shyness of communicating with other person so I think I have been improved a lot because of this project. In conclusion, I think I learned my mistakes from this project and will be a better person in the near future of my life trying to be a better person, better project manager.

Appendix A: Meeting Minutes

First Week Meeting Minutes

Date	3/3/2022
Attendant People	Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator
Topics	Project Descriptions, Deliverable Map with Moscow Prioritization, Follow Up Registers
Roles and Jobs	Project Descriptions (Project Manager and Team Leader), Deliverable Map(Developer and Database Administrator), Follow Up Register(Project Manager)
Notes	Must think about should have function email notification system.

Second Week Meeting Minutes

Date	8/3/2022
Attendant People	Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator
Topics	Flowchart, Wireframe and development process
Roles and Jobs	Flowchart (Project Manager), Wireframe (Team Leader), Development Process(Development Process) and MySQL database analysis (Database Administrator)
Notes	Must do the should've part if we had more time for this week

Third Week Meeting Minutes

Date	14/3/2022
Attendant People	Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator
Topics	3 rd week Wireframe, 3 rd week development process, ERD diagram, 3 rd week Followup register and Health Register
Roles and Jobs	3 rd week Follow-up register and Health Register (Project Manager), 3 rd week Wireframe (Team Leader), ERD diagram (Database Administrator) and 3 rd week development process (Developer)
Notes	Must think about final report and finishing the project report

Fourth Week Meeting Minutes

Date	21/3/2022
Attendant People	Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator
Topics	4 th week Follow-Up Registers, Development Process, Wireframe and Database tables
Roles and Jobs	4 th week Follow-Up Registers (Project Manager), Wireframe (Team Leader), Development Process(Developer/Project Manager) and Database tables(Database Administrator)
Notes	Must do the should've part if we had more time for this week Must think about final report and finishing the project report

Fifth Week Meeting Minutes

Date	28/3/2022
Attendant People	Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator
Topics	5 th week Follow-Up and Health Registers, Development Process, Wireframe, Test Case, Database tables and complete diagram designs.
Roles and Jobs	5 th week Follow-Up and Health Registers (Project Manager), Wireframe and Test case (Team Leader), Development Process(Developer) and Database tables (Database Administrator)
Notes	Must wrap up all of the process and write the final report, self-evaluation report.

Appendix B: Time Management

Monday

Team Meeting and Planning Meeting at 10:00pm to 3:00 pm – Using Zoom (Participants - Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator)

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Tuesday

Team Meeting at 10:00pm to 3:00pm – Using Zoom (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Wednesday

Team Meeting at 10:00pm to 3:00pm – Using Zoom (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Thursday

Team Meeting at 10:00pm to 3:00pm – Using Zoom (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Friday

Team Meeting and Kickoff Meeting at 10:00pm to 3:00 pm – Using Zoom (Participants - Client, Project Sponsor, Project Manager, Team Leader, Developer, Database Administrator)

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Saturday

Break Time at 10:00am to 3:00pm

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Sunday

Break Time at 10:00am to 3:00pm

Break Time at 3:00pm to 7:00pm

Team Meeting and Doing Tasks at 8:00pm to 2:00am – Using Discord (Participants - Project Manager, Team Leader, Developer, Database Administrator)

Appendix C: Use Case Diagram**Figure 1.1: Use Case Diagram**

Appendix D: Follow-Up Register

In this follow up register, there are the causes of the risks in the first place, how those risks would affect the project and how much impact that they will do to the project.

Follow-up register drive link - follow-up-register.ods

1	Cause	Effect	Impact
2			
3	Electricity outbreak chances	Might delay the process	Medium
4	Data Storage Lost	Delay/Interrupt the project	High
5	Health condition	Delay the project	Medium
6	Server Error	Might damage the database and code	High
7	Hardware error	Might disrupt the process	Medium
8	Low budget	Might not be able to support the team	Medium
9	Data Security Breach	Development Stage can be interrupt	High
10	Database connection error	The data might not be went into database	Medium
11	Coding Error	Delay in the coding development	Medium
12	Mobile data cost	Expensive and can't do further much more while breakout	Medium
13	Backup Electricity power supply isn't enough	Might delay the process	Medium
14	Heavy weight of work on one member	Too much pressure would occur and team conflict	Medium
15	Electricity outbreak streaks	Might delay the process and works can't be done	High
16	Clickchart Expire	will delay the drawing process of diagrams	Medium
17	Clickchart Expire	Will delay the drawing process of diagrams	Medium
18	Not enough power (Laptop and Phone)	Might not be able to do the work	High
19	4 hour per electricity outbreaks	Delay in the process and might not be able to finish in deadline	High
20	Manager got caught in the rain	Might not be able to manage the team actions	Medium
21	Electricity outbreak during the peer review	Will be interrupt to the peer review process	High
22	Electricity outbreak on unexpected times	Might destroy the meeting or important things	High
23	Fulltime Electricity outbreak on 4th kickoff meeting day	Unable to do the kickoff meeting	High
24	Webcam error	Might damage the presentation	High
25	Webcam is too expensive	Might not be able to do the presentation	High

Figure 1.2: Follow-up register part one

This contain how the team member will response the risks above and who will be the custodian of those responses.

Response	Custodian
Should prepare the backup electricity power supply and powerbanks for router	Project Manager
Must Prepare the back up or store the data in the cloud service	Database Admin
The other member should take the responsibility of the sick one if the health condition is serious	Project Manager
Changing the internet service and be careful of the server downtime	Database Admin
Member with good hardware should take place of his work until the problem is fixed	Team Leader
Someone in charge should take responsibility	Project Manager
Should prepare the advanced security system	Developer
Should reinstall the xampp application	Developer
Must Brainstorm with the team and find the error as soon as possible	Developer
Must buy the powerbank for the router	Project Manager
Should prepare more backup electricity power supply and powerbanks for router	Project Manager
Should divide the works equally and help each other as soon as possible	Project Manager
Should prepare the backup electricity power supply and manage the works equally	Project Manager
Should change the another account or buy the premium version if necessary	Project Manager
Should change the another account or buy the premium version if necessary	Database Admin
Should prepare backup powerbanks and divide the work to other team members	Developer
Must do the work during the non-electricity outbreaks	Developer
Other team members should watch the back while the manager is being sick	Team Leader
Must come with backup power for the peer review	Team Leader
If manager has this problem team leader should take a turn	Team Leader
Must come with the backup power as soon as possible	Manager
Must buy the backup webcam for presentation for all member	Project Manager
Must have a request from the sponsor	Project Manager

Figure 1.3 : Follow-up Register part two

These are the identification of the risks that has been identify, occurrence of those risks and the finally closure of those risks.

Identification	Dates	
	Occurrence	Closure
1/3/2022	1/3/2022	1/3/2022
1/3/2022	27/3/2022	27/3/2022
1/3/2022	7/3/2022	7/3/2022
1/3/2022	7/3/2022	7/3/2022
1/3/2022	6/3/2022	6/3/2022
1/3/2022	9/3/2022	9/3/2022
1/3/2022	27/3/2022	27/3/2022
7/3/2022	8/3/2022	27/3/2022
10/3/2022	10/3/2022	27/3/2022
13/3/2022	13/3/2022	28/3/2022
14/3/2022	16/3/2022	16/3/2022
15/3/2022	15/3/2022	16/3/2022
17/3/2022	17/3/2022	17/3/2022
17/3/2022	17/3/2022	17/3/2022
18/3/2022	18/3/2022	18/3/2022
19/3/2022	19/3/2022	30/3/2022
19/3/2022	19/3/2022	28/3/2022
22/3/2022	22/3/2022	22/3/2022
23/3/2022	23/3/2022	23/3/2022
24/3/2022	24/3/2022	24/3/2022
25/3/2022	25/3/2022	25/3/2022
26/3/2022	26/3/2022	26/3/2022
26/3/2022	26/3/2022	26/3/2022

Figure 1.4: Follow-up Register part three

Appendix E: Trello Board

This is where the project manager manage the task of the team by every week until the 6th week. To Do is the board that is going to do. Doing the board that the process is doing currently. If the process is done it will be inside the done board. In weekly tasks there are the tasks that can do every start and the end of the week.

Trelloboard link - <https://trello.com/b/RMn50fw3/online-employee-payroll-management-system>

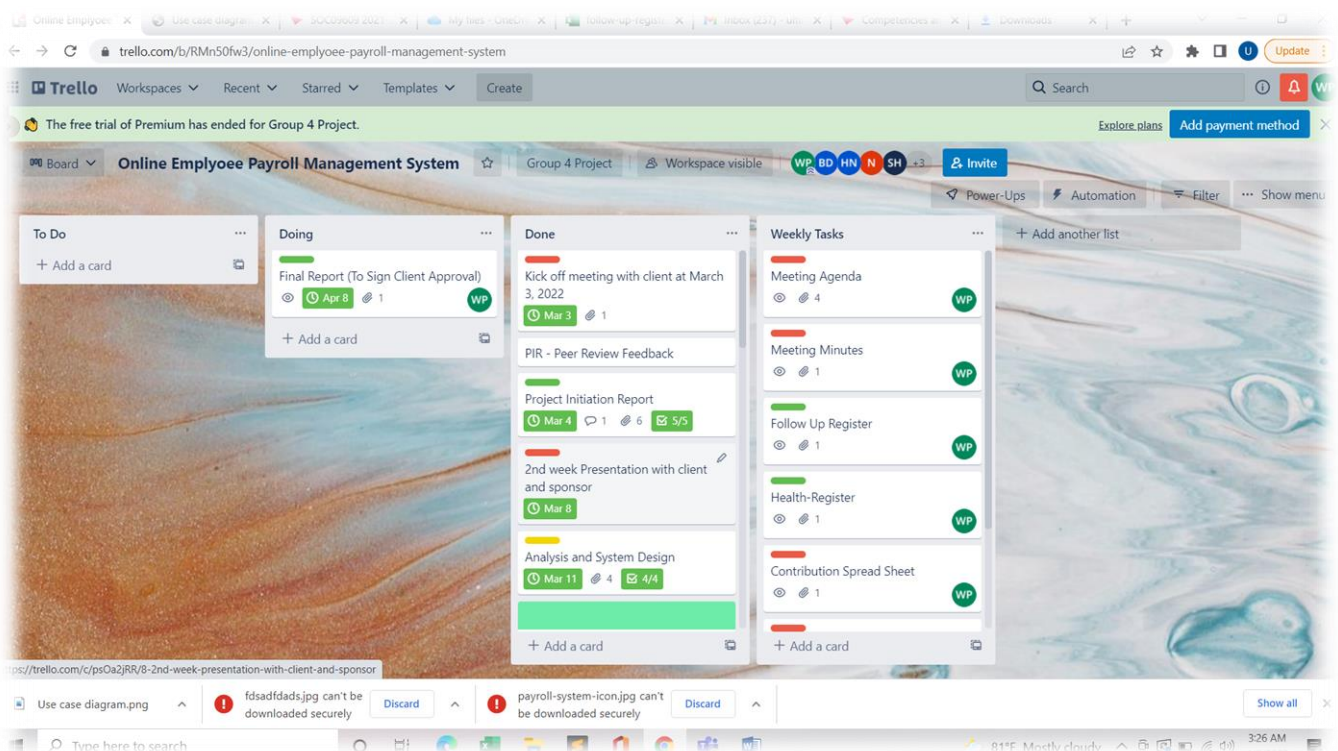


Figure 1.5: Trello Board Mangement