

SCOPE OF WORK: The Network Co Learning Management System

Objective:

The objective of this project is to design and implement a web-based Learning Management System (LMS) tailored specifically for managing intern development and engagement. The LMS will serve as a centralized platform that facilitates the delivery of structured training content, enables real-time progress tracking, and supports performance assessment. By streamlining the learning experience, the system aims to enhance intern onboarding, foster continuous learning, and ensure consistent evaluation throughout the internship program.

Core Features:

1. Employee Profiles

- Full employee data: Name, ID/Passport, Contact info, Department, Role, Employment Type
- Uploadable documents: Contracts, Certifications, etc.
- Track start date and department assignment

2. Role-Based Dashboards

- **Employees:** View tasks, submit activity logs, access training, receive notifications
- **HR/Admin:** Full access to employee records, task delegation, leave management, and communication panel

3. Task & Project Management

- Assign individual or team-based tasks
- Set descriptions, deadlines, priorities, and status (Not Started, In Progress, Completed)
- Employees can log progress and mark completion

4. Department-Specific Logs

- **Developers:** Client meeting notes
- **Technicians:** Support activity logs
- **Marketing:** Outreach & interaction logs
- Logs reviewed by HR/Admin for feedback and tracking

5. Attendance Tracker

- Manual or optional automatic time-in/time-out
- Daily attendance visible to Admin

6. Announcements & Notices

- Admin can post company-wide updates
- Announcements appear on all user dashboards

7. Evaluation & Feedback

- HR or assigned mentors can evaluate performance
- Scores, comments, and feedback stored in employee history
- Option to export performance reports

8. Resource Library

- Secure repository for handbooks, policies, templates, training materials
- Accessible based on role (e.g., interns see onboarding materials)

9. Leave Management

- **Employees:** Apply for leave (sick, vacation, family, etc.), track application status, and view history
- **HR/Admin:** Review, approve/decline leave with notes, monitor leave balances