
Project Name:

Teachers Attendance Management System With Fingerprint

Project Sponsor:

Eng/EIHassan

Project Manager:

Dr /Marwa

Date:

October 3, 2025

Project Purpose and Justification:

To automate and streamline teachers attendance tracking for Future Tech schools , eliminating manual errors and significantly improving the reliability and accessibility of attendance records. The system supports timely reporting and decision-making towards teachers eligibility and examination requirements.

Project Objectives:

- Develop and deploy the system by April 15, 2026
 - Achieve 100% adoption by all schools in Egypt.
 - Reduce manual attendance-processing time by 80% within the first semester
 - Generate comprehensive weekly, monthly, and term attendance reports automatically
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Scope Description:

- In Scope:
 1. A **desktop application** for managing teachers' attendance records.
 2. **Fingerprint-based authentication** for accurate attendance tracking.
 3. **Automated attendance reporting** (daily, weekly, monthly, and term-based).
 4. **Substitute teacher module** that automatically suggests available teachers when one is absent.
 5. **Integration with the school's weekly schedule** to ensure replacements fit within time slots.
 6. **Manager notification system** for approving or rejecting substitute assignments.
 7. **Data encryption and secure storage** for attendance and fingerprint information.
 8. **User manual and initial training sessions** for authorized staff.
 9. **LAN-based deployment** using the school's existing infrastructure.
 10. **Role-based access control** for admins, and management.
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- Out of Scope:
 1. Hardware procurement or upgrades
 2. Integration with external or third-party systems.
 3. Advanced analytics and data visualization beyond standard reports
 4. Development of a mobile application
 5. Online helpdesk or live chat support
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Deliverables:

- Fully functional desktop attendance management system connected to the school's LAN.
 - Encrypted database storing teacher attendance and fingerprint templates.
 - User manual and initial training materials.
 - Attendance reporting module with export options.
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Constraints:

- Must be completed and deployed by April 15, 2026.
 - Primarily runs on the existing school IT infrastructure, with backup storage securely maintained on the cloud
 - Must support concurrent access for up to 500–1000 users.
 - Development budget capped according to school IT allocation.
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Assumptions:

- All teachers and staff will attend the required training sessions
 - School IT infrastructure and servers will remain available during development
 - Academic calendar will not change during the deployment phase
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Exclusions:

- No mobile app version in this phase
 - Feature enhancements after delivery require separate funding and approval
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Acceptance Criteria:

- System passes user acceptance tests for all core features
 - Attendance logs are 95%+ accurate per random checks
 - All security protocols (role-based access, encryption) successfully implemented
 - All training materials are reviewed and approved by school management
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Budget Estimate

The estimated budget for the **Teachers Attendance Management System (Desktop Version)** is projected to range between **EGP 25,000 and EGP 45,000**, depending on the final project requirements and available infrastructure.

This budget covers the following components:

1. **Software development and testing:** Includes design, coding, and quality assurance for the desktop.
2. **Fingerprint devices:** For accurate attendance registration of teachers.
3. **Database and LAN setup:** Using the school's existing infrastructure for secure, local deployment.
4. **User training and documentation:** Preparation of manuals, setup guides, and training sessions for staff.
5. **Deployment and initial maintenance:** System installation and technical support during the first phase of implementation.

This estimate excludes costs related to external integrations, cloud hosting, or third-party analytics tools, as they are not part of the current project scope.

Stakeholders:

- Sponsor: School Principal
 - Project Manager: Eng. Marwa Hassan
 - Support Team : IT Department
 - Data Management: Administrative Staff
 - End Users : Teaching Staff
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Approval:

- Project Sponsor: _____ Date: _____
 - Project Manager: _____ Date: _____
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The Priority Matrix :



