

Daily Sheets and History Logs of office staff



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Index

1. Abstraction

2. Existing Innovation

- How the work is done in Today's World
- Problems that are being faced due to lack in technology

3. Approach

- How to overcome the above-mentioned problems
- Extra benefits that can be added

4. Possible Outcomes

5. Tools & Technology Used

- HTML5
- CSS
- JavaScript
- PHP
- Bootstrap
- MySQL
- XAMPP
- VS Code

6. Modules Used

Abstraction

In a particular office, the project manager wants to complete the task by managing and dividing the task to other employees. The paperwork load would be increased in this case. Regular basis work is done or not is not analyzed. In case the employee to which a particular task is assigned is on leave then the task is assigned to another alternate employee but there is no surety that the alternate employee will complete the task in assigned time. This carelessness can lead to delay in project work and its completion.

To overcome this problem Daily Diary can help:

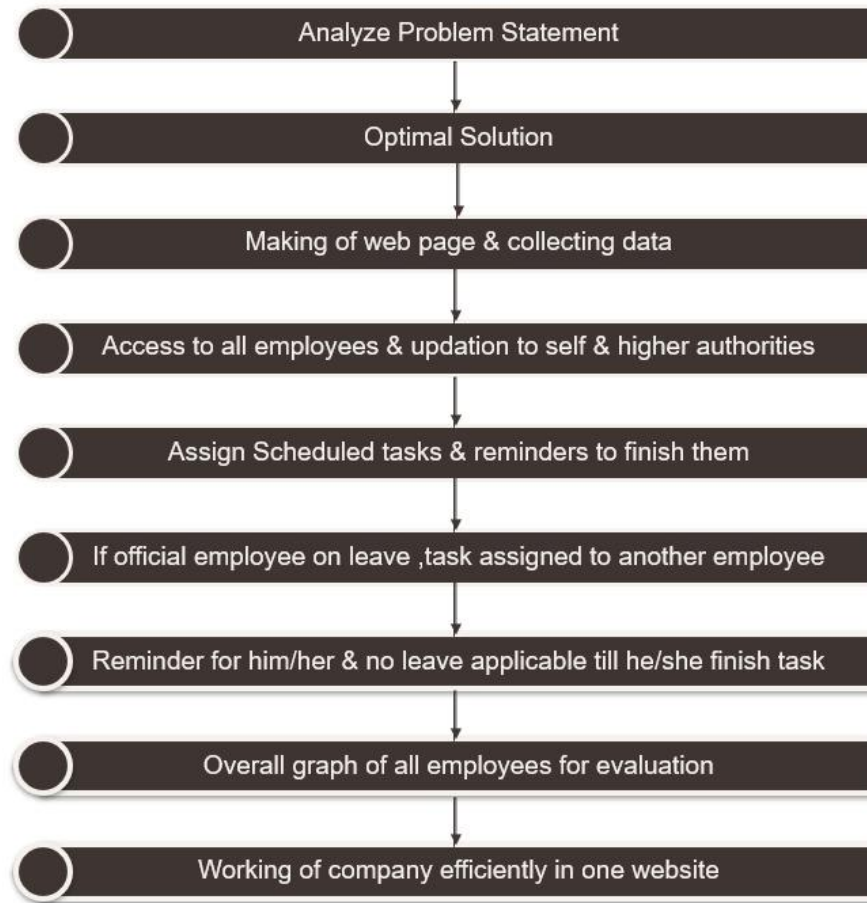
- 1) To decrease the paperwork load.
- 2) To analyze work of employees on weakly basis along with their choice, that
- 3) is website is employee friendly.
- 4) To ensure the work is assigned to another employee if the employee which manages the task is on leave.
- 5) He might complete his task before time or does additional work and submit It through this website.
- 6) To ensure that the alternate employee completes the given task on time.
- 7) Reminder on regular basis can be sent.
- 8) Employee's project graph and credit points are updated on daily / weekly basis so that we can get a better idea.
- 9) Collaboration can be done through video/voice meet or transferring files.



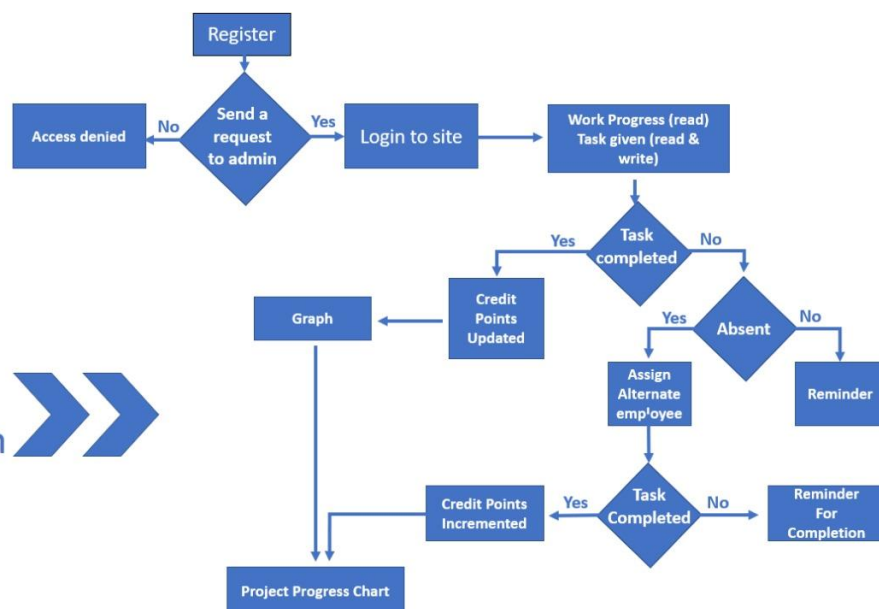
Existing Innovation

- 1) Project has a deadline of completion and task is not given daily to employee. As deadline is nearer the tasks are done but with no precision or few tasks are incomplete.
- 2) If employee gets daily tasks and no reports are created he/she might not take responsibility on oneself so daily reminder is needed to make them work with precision.
- 3) Manager needs to do a lot of paper work and keep daily updates of all employees manually which may create error like loss of few points or employee may forget to finish some of given tasks.
- 4) Replacement of absent employee is difficult as manager needs to explain him/her whole project and then give the task which takes more time.
- 5) The alternate employee may find reasons such as not knowing project or not be able to work at high speed and cause delay in work.
- 6) Manager needs to remember which tasks he has assigned to which employee and how they report back to him. Everything is required to memorize which is difficult task.
- 7) Manager needs to explain the project multiple times in case of alternative employee.

Solution Approach



Working Mechanism >>>

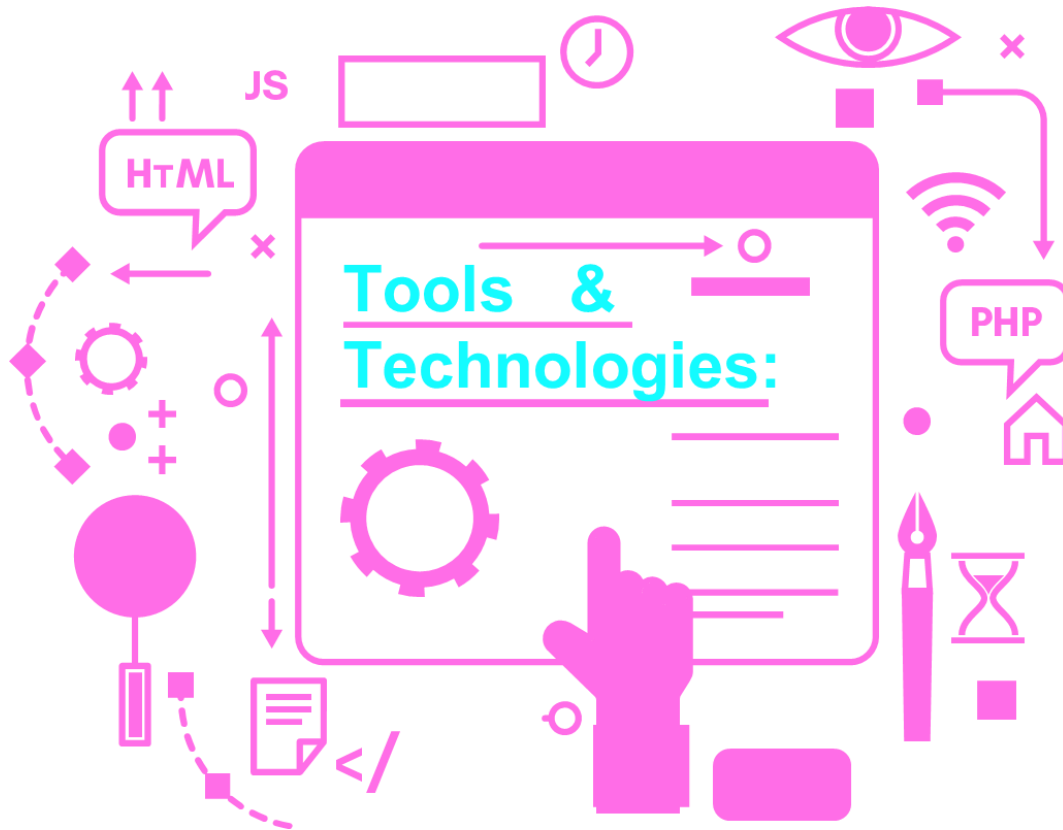


Approach To Overcome These Problems

- 1) Creating a website “Daily Diary” for tracking work on project that has been done on daily basis.
- 2) Keeping the history of work done by each employee and also the record of that is to be done further.
- 3) Gives proper reminder to employee to finish his/her work daily.
- 4) Helps to get alternate person if the designated person is on leave.
- 5) User can see his progress on the graph which will gradually increase on basis of his daily work or daily credit points.
- 6) The graph of project progress will also be generated to get the idea about its completion and progress.

Possible Outcomes

- 1) It will make work easier as no papers are to be handled.
- 2) Paperwork is reduced and everything is digitalized.
- 3) There is no need to memorize anything.
- 4) A particular project will be completed in projected time and there is no delay.
- 5) Daily analyzation.
- 6) Alternate load setting is easy and traceable.
- 7) Reminder is given regularly regarding completion of task through email if it is not completed on the projected day.
- 8) Credit points and increment are based on graphs that are created on updating work on daily basis.



Daily Dairy

Home Register Login Logout

Register Here:

Name

Email

Enter your email

Password

Confirm Password

Role:

Already have an account? [Login Now](#)

Daily Dairy

Home Register Login Logout

Login Here:

Username

password

Don't have an account? [Register Now](#)

Daily Dairy

Home Register Login Logout

Manager

Name: Shah Kavya

Email: kavyashah77990@gmail.com



Tools and Technologies Used

- 1) HTML to make webpages like login page or registration page or welcome page.
- 2) JavaScript for adding functionality to the webpages and forms.
- 3) CSS for adding styles like background to the webpage, adding images to it or changing the font-style/font-size/font/color.
- 4) Bootstrap for reference of codes.
- 5) MySQL for storing data of users like 'username' and 'password'.
- 6) XAMPP for hosting the website on localhost until the server is bought.
- 7) VS Code for writing and executing the codes for these pages and website.

Modules Used

✓ **Data analytical system:**

Shows progress of employee & overall progress of project. Also helps to make time to time changes that are required in project.

✓ **Scheduling & task management tools:**

At the end of week, we get to know what they have done. This tool is made in simple form just by updating work. This can come in form of shared calendar.