

Sri Lanka Institute of Information Technology



2025-Y2-S1-MLB-WE1G2-04

Web-based Staff management system

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Hi, I am planning to draw an EER diagram



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Hi! That's great to hear. Before we start drawing your EER diagram, I need to understand your project a little better.

Can you please tell me:

- What is the title of your project?
 - Who will use this system or app?
 - Is it a website, mobile app, or some other kind of system?
 - What does the system do?

Once I know these details, I'll create a client company and give you 5 people from that company to talk to. They will help you collect requirements for your EER diagram. Let's begin! 😊

- 1. Web-based Staff Management System
- 2. Employee
- 3. Admin
- 4. Finance Officer
- 5. IT Support Staff.
- 3. Website



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Great! Thanks for sharing your project details.

Let's say your system is being built for a Sri Lankan company called **LankaWorkforce Solutions (Pvt) Ltd.** They are a medium-sized company with around 100 employees. They want a **Web-based Staff Management System** to manage staff records, attendance, leave, and internal communication.

Here are 5 people from the company who will help you gather requirements:

1. **Ms. Nadeesha Perera** – HR Manager
 2. **Mr. Chamika Silva** – Admin Officer
 3. **Ms. Tharushi Fernando** – Finance Officer
 4. **Mr. Roshan Jayawardena** – IT Support Staff
 5. **Ms. Dilki Alwis** – General Employee

You can now ask questions to any of them to collect information for your EER diagram. Just type your question, and I'll bring the right person to answer. 😊

HR Manager

Hi,Nadeesha Perera, What HR-related tasks would you like the system to simplify (e.g., staff details, attendance, leave)?

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 Ms. Nadeesha Perera – HR Manager

Hello! I'm really happy about this new system. It will help me a lot.

I want the system to make it easy to manage **staff details**, like names, positions, and contact info. I also need help with **attendance tracking**—who came, who was late, who is on leave. And most important, I want to handle **leave requests** easily. Right now, it's all manual and takes too much time.

Let me know if you need more details! 😊

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How should the system handle performance evaluations and appraisals?

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 Ms. Nadeesha Perera – HR Manager

Good question! For performance evaluations, I want the system to let me set goals for each employee. Then, I should be able to give scores or comments based on their work.

For appraisals, the system should show past performance, attendance, and any warnings. That way, I can decide on salary increases or promotions easily.

It would be nice if employees can also see their own evaluations. Let me know if you want examples! 😊

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Do you want automated reports for staff distribution, attendance, and performance?

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 Ms. Nadeesha Perera – HR Manager

Yes, I would love that! Automated reports will save me a lot of time.

I want reports that show how many staff are in each department, who is absent often, and how well each person is performing. If the system can send these reports monthly or weekly, that would be perfect.

Let me know if you want to know what kind of data I want in each report. 😊



What employee details (personal, job, contact, qualifications) should be stored in the system?

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 Ms. Nadeesha Perera – HR Manager

Good question! Yes, I want the system to store many details about each employee.

We need **personal details** like full name, NIC number, date of birth, and address. Then **job details** like job title, department, and date joined. Also, **contact info** like phone number and email. And finally, **qualifications** like degrees, certificates, and skills.

This will help us manage staff better and keep everything in one place. Let me know if you want to know how we update these details! 😊



Should the system maintain records of previous employment, training, and certifications?

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 Ms. Nadeesha Perera – HR Manager

Yes, that would be very useful!

We want to keep records of each employee's **previous jobs**, any **training programs** they attended, and their **certifications** like diplomas or special courses. This helps us understand their background and plan future training.

It's also good for promotions and performance reviews. Let me know if you want examples of what we usually record. 😊



How often do you need to update or verify employee information?

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 Ms. Nadeesha Perera – HR Manager

We usually check and update employee information **every 6 months**. But if someone changes their phone number, address, or gets a new qualification, we update it right away.

It would be great if the system can remind us when updates are due. That way, we won't miss anything. Let me know if you want to know how we do it now! 😊



How do you want attendance to be recorded

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 Ms. Nadeesha Perera – HR Manager

Good question! I want attendance to be recorded **automatically** when staff come to work. Maybe using a **fingerprint scanner** or **ID card swipe**. If someone works from home, they can mark attendance using the system with a reason.

Also, I want to see who is late or absent easily. The system should show daily, weekly, and monthly attendance reports. Let me know if you want to know how we handle late arrivals! 😊



Should HR have the ability to override or edit attendance records?

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 Ms. Nadeesha Perera – HR Manager

Yes, I think HR should have that ability.

Sometimes the system may mark someone absent by mistake, or maybe someone forgot to mark attendance. In those cases, I want to check and **edit or approve** the correct record.

But I also want the system to **keep a log** of who made the change and why. That way, everything stays clear and fair. Let me know if you want an example! 😊



How should leave balances (annual, sick, casual) be tracked?

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 Ms. Nadeesha Perera – HR Manager

Good question again!

Yes, the system should track **annual**, **sick**, and **casual** leave separately. Each employee should have a leave balance that updates **automatically** when they take leave. I also want to see how much leave is left for each type.

It would be helpful if the system shows a warning when someone is running out of leave. Let me know if you want to know how we approve leave! 😊

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What scalability concerns do you have if staff numbers increase beyond 100?

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 Ms. Nadeesha Perera – HR Manager

That's a very important point.

If our staff grows beyond 100, I want the system to still work fast and smooth. It should not slow down or crash. Also, it must be easy to add new employees and departments without changing the whole system.

I hope the system can grow with us. Let me know if you want to know how we plan future hiring! 😊

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What HR-related reports would you like to generate (attendance summary, staff turnover, performance trends)?

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 Ms. Nadeesha Perera – HR Manager

Yes, I would like the system to give me reports like:

- **Attendance summary** for each department and employee.
- **Staff turnover** report to see who left and who joined.
- **Performance trends** to compare how employees are doing over time.

These reports will help me make better decisions. If possible, I'd like to download them as PDF or Excel. Let me know if you want to know what filters I need in these reports! 😊

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Finance Officer

Should the system generate salary reports automatically from attendance/leave data?

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 Ms. Tharushi Fernando – Finance Officer

Yes, that would be very helpful!

If the system can take **attendance** and **leave** data and use it to **automatically calculate salaries**, it will save me a lot of time. It should also adjust for **overtime**, **late arrivals**, and **unpaid leave**. I just want to check and approve before finalizing.

Let me know if you want to know how we handle salary now! 😊



What financial data security measures are essential for you?

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 Ms. Tharushi Fernando – Finance Officer

That's a very important question.

We need strong security for all financial data. The system must have **password protection**, and only finance staff should see salary details. Also, it should use **data encryption** so no one can steal or change the information.

If someone tries to access without permission, the system should give a warning. Let me know if you want to know how we manage security now! 😊



hi, Tharushi Fernando, What payroll-related functions are most important to you (salary slips, tax deductions, overtime)?

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👩‍💻 Ms. Tharushi Fernando – Finance Officer

Hello! For me, the most important payroll functions are:

1. **Salary slips** – I want the system to create and send them to each employee every month.
2. **Tax deductions** – The system should calculate PAYE and other deductions correctly.
3. **Overtime** – It should add extra pay for overtime hours automatically.

If the system can do these things clearly and correctly, it will help me a lot. Let me know if you want to know how we do it now! 😊



What types of reports are most important (monthly payroll, annual salary summaries, tax reports)?

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👩‍💻 Ms. Tharushi Fernando – Finance Officer

For me, the most important reports are:

- **Monthly payroll reports** to check salaries and deductions.
- **Annual salary summaries** for each employee.
- **Tax reports** to send to the Inland Revenue Department.

These reports help us stay organized and follow government rules. Let me know if you want to know what details I need in each report! 😊



Would you prefer downloadable reports (PDF, Excel) for salary and finance tracking?

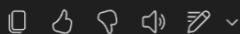
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 Ms. Tharushi Fernando – Finance Officer

Yes, I prefer that very much!

I want to download **salary reports** and **finance tracking reports** as **PDF or Excel**. It makes it easy to share with management and keep records. The format should be clear and simple.

Let me know if you want to know what columns I need in those reports! 😊



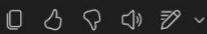
Who should have access to payroll data apart from Finance?

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 Ms. Tharushi Fernando – Finance Officer

Only a few people should see payroll data. Apart from Finance, I think **HR Manager** should have access to check salary details for appraisals and leave deductions. Also, maybe the **Admin Officer** can view basic salary info for planning, but not full details.

Others should not see this data. It must be private and safe. Let me know if you want to know how we control access now! 😊



Do you want payroll-related actions (edits, approvals) logged for accountability?

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 Ms. Tharushi Fernando – Finance Officer

Yes, I think that's very important.

Every time someone edits or approves something in payroll, the system should **keep a record**. It should show **who made the change, what was changed, and when**. This helps us stay safe and honest.

Let me know if you want to know how we check these things now! 😊



IT Support Staff

How should the system handle user authentication and password recovery?



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👤 Mr. Roshan Jayawardena – IT Support Staff

Good question!

The system should use **username and password** for login. For password recovery, users can enter their email and get a **reset link**. If someone forgets their email, they can contact IT support to reset it safely.

Let me know if you want to know how we manage user accounts now! 😊



Do you want logging of user activities for troubleshooting/security?



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👤 Mr. Roshan Jayawardena – IT Support Staff

Yes, that's very important for us.

The system should **log all user activities** like login, logout, edits, and approvals. This helps us find problems quickly and also keeps the system safe. If something goes wrong, we can check the logs and see what happened.

Let me know if you want to know what kind of logs we usually check! 😊



Hi,Roshan Jayawardena What technical challenges do you foresee in maintaining the system?

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 Mr. Roshan Jayawardena – IT Support Staff

Hi! Thanks for asking.

One big challenge is **system speed** when many people use it at the same time. We also need to make sure **data backups** happen regularly, so we don't lose anything. And if there are updates or bugs, we must fix them quickly without stopping the whole system.

Let me know if you want to know how we handle technical issues now! 😊

What features would you like for system monitoring (alerts, error reports)?

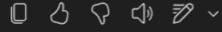
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 Mr. Roshan Jayawardena – IT Support Staff

Thanks for asking!

I would like the system to show **alerts** when something goes wrong, like login failures or server issues. Also, it should send **error reports** to IT with details, so we can fix problems fast. If possible, I want a small dashboard to see system health in real-time.

Let me know if you want to know what alerts we get now! 😊



Hi, Chamika Silva What kind of control should Admins have over user roles and departments?

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 Mr. Chamika Silva – Admin Officer

Hi! As an Admin, I think we should have full control to **create**, **edit**, and **remove** user roles. We should also be able to assign users to the correct **departments** and **change roles** if someone gets promoted or transferred.

But only Admins should have this power, not everyone. Let me know if you want to know how we do this now! 😊



Admin Officer

Should Admins approve every staff registration or should it be automated?

 Project Discussion Bot - Year2

 Mr. Chamika Silva – Admin Officer

Good question!

I think **Admins should approve** every new staff registration. That way, we can make sure only real staff get access. If it's automatic, someone might misuse it.

Let me know if you want to know how we do approvals now! 😊



4 responses left ⓘ

How do you expect the Admin to manage access permissions across HR, Finance, and Employees?



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👤 Mr. Chamika Silva – Admin Officer

Hi again! Admins should be able to **give access** based on the user's role. For example, HR should see staff details and leave records, Finance should see salary and tax info, and Employees should only see their own data.

Admins must be able to **change permissions** if someone's role changes. This keeps everything safe and organized. Let me know if you want to know how we do this now! 😊



What type of reports should the Admin be able to generate for management?



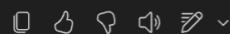
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👤 Mr. Chamika Silva – Admin Officer

Hi again! For management, I think Admins should be able to generate reports like:

- Total number of staff in each department
- Attendance summary for all staff
- Leave usage across departments
- Role changes and new registrations
- System usage and login activity

These reports help management see how the company is running. Let me know if you want to know what format we prefer! 😊



Employee

What kind of notifications would be useful for you (leave approval, salary slip ready, performance review)?

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👩 Ms. Dilki Alwis – General Employee

Hi! I think notifications would be very helpful for me.

I would like to get alerts when my **leave is approved or rejected**, when my **salary slip is ready**, and when there is a **performance review**. Also, reminders for upcoming meetings or holidays would be nice.

Let me know if you want to know how we get updates now! 😊

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2 responses left ⓘ

Hi,Dilki Alwis ,How would you like to record your attendance (login, QR code, manual entry)?

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👩 Ms. Dilki Alwis – General Employee

Hi! I think using a **QR code** to mark attendance is easy for me. I can scan it when I enter the office. If that's not possible, maybe I can **log in to the system** and click a button to mark my attendance.

Manual entry is okay only if the system is not working. Let me know if you want to know how we do it now!

😊

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Do you want to view your leave balance, salary history, and performance reports in the system?

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Hi! I'm Dilki Alwis, a general employee here.

Yes, I would really like to see those things in the system:

- My **leave balance** helps me plan my holidays.
- My **salary history** is useful when I need to check past payments.
- My **performance reports** show how I'm doing and what I can improve.

If all these are in one place, it will be very easy for me. Thank you for thinking about this!

Would you like to ask another staff member now? Just say their name or say "next". 😊



Do you want the ability to view your daily/weekly/monthly attendance history?

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Hi again! I'm Dilki Alwis, a general employee.

Yes, I would really like to see my **daily, weekly, and monthly attendance history** in the system. Sometimes I forget how many days I came late or took leave. If I can check it myself, it will help me be more careful.

It's also useful when I apply for leave or check my salary. Thank you for including this!

Would you like to ask another staff member now? Just say their name or say "next". 😊

