Project Requirement Document (PRD)

Project Title: Employee Performance Tracking System
Technology Stack:

- **Frontend:** HTML, CSS, JavaScript, Bootstrap, Angular
- **Backend:** Java, Spring Boot Framework
- **Database:** MySQL
- **Hosting/Deployment:** Company Website / Server

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1. Project Overview

The Employee Performance Tracking System is designed to evaluate and track employee performance on a **weekly basis**. It identifies **top performers** and **weak performers** based on assigned metrics such as project tasks, deadlines, quality of work, and collaboration. The results will be displayed on the company website with insights for managers and HR to make data-driven decisions.

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2. Objectives

- Provide transparent performance monitoring of employees.
- Recognize **top performers** for motivation and rewards.
- Identify **weak performers** for additional training and support.
- Automate performance tracking to reduce manual HR effort.
- Generate weekly performance reports for management.

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3. Key Features & Functional Requirements

A. User Roles

1. **Admin (HR / Manager):**
    - Add/Edit/Delete employees
    - Set performance metrics
    - View weekly reports
    - Manage rewards/feedback
2. **Employee (User):**
    - View personal performance reports
    - Receive feedback & improvement suggestions
3. **System (Automated Module):**

- Calculate performance scores weekly
- Rank employees as **Top Performers** or **Weak Performers**

B. Performance Metrics

- Task Completion Rate (%)
- Quality of Work (peer review, bug-free work, etc.)
- Punctuality (meeting deadlines)
- Collaboration & Communication
- Attendance / Participation

C. Functional Modules

1. **Employee Management Module**
    - Employee registration & profile management
    - Assign projects and tasks
2. **Performance Tracking Module**
    - Input weekly employee performance data
    - Auto-calculate scores based on weightage
    - Rank employees (Top 3 performers, Bottom 3 performers)
3. **Reporting & Analytics Module**
    - Weekly performance dashboard (charts, graphs)
    - Export reports in PDF/Excel format
    - Trend analysis over months
4. **Notification Module**
    - Send alerts to top/weak performers
    - Manager notifications for poor performance

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4. Non-Functional Requirements

- **Scalability:** Should handle 1000+ employees
- **Security:** Role-based access control, data encryption
- **Performance:** Reports generated in <2 seconds
- **Usability:** Responsive UI with Bootstrap & Angular

- **Availability:** 99.9% uptime on hosted server

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5. Database Design (MySQL)

Tables Required:

- employees (emp_id, name, email, dept, role)
- tasks (task_id, emp_id, task_name, deadline, status)
- performance (perf_id, emp_id, week_no, task_score, quality_score, punctuality_score, collaboration_score, total_score)
- reports (report_id, week_no, top_performers, weak_performers, generated_date)

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6. Frontend (Angular + Bootstrap)

- Employee Login Page
- Admin Dashboard
- Performance Dashboard (Graphs & Rankings)
- Report Download Page

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7. Backend (Spring Boot)

- REST APIs for employee CRUD operations
- APIs for task & performance management
- Authentication & Authorization (JWT-based login)
- Weekly job scheduler to auto-generate reports

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8. Deliverables

1. Fully functional **Employee Performance Tracking System**
2. Weekly automated performance reports
3. Admin & Employee dashboards
4. Deployment on company website/server

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9. Project Timeline

- **Week 1–2:** Requirement Gathering & Database Design
- **Week 3–5:** Frontend Development (Angular + Bootstrap)

- **Week 6–8:** Backend Development (Spring Boot APIs)
- **Week 9–10:** Integration & Testing
- **Week 11–12:** Deployment & Training