

Project Report Template

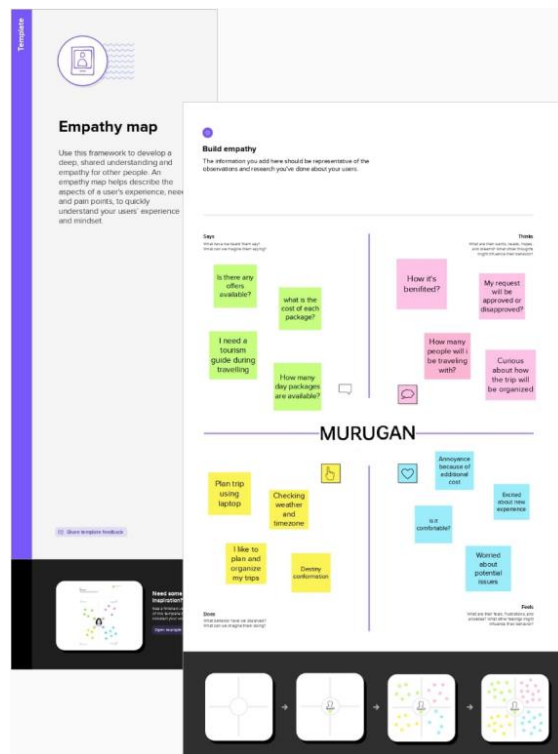
1 INTRODUCTION

HR Manager is the go-to person for all employee-related issues. This means that your HR Manager duties will involve managing activities such as job design, recruitment, employee relations, performance management, training & development and talent management.

The job of HR Manager is important to business success. People are our most important asset and you'll be the one to ensure we have a happy and productive workplace where everyone works to realize our established mission and objectives. Promoting corporate values and shaping a positive culture is a vital aspect of a complete HR Manager job description and specification.

2 Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map

1

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

PROBLEM

How might we create an application for travel approval for corporate employee through Salesforce by the benefits of company and employees.

Key rules of brainstorming

To run an smooth and productive session

Stay in topic.

Encourage wild ideas.

Defer judgment.

Listen to others.

Go for volume.

If possible, be visual.

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Person 5

Person 6

Person 7

Person 8

3

Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

20 minutes

TIP

Add customizable tags (words to color & size, format, organize, and categorize ideas) to help you group them better.

TRAVEL APPROVAL APPLICATION

Access with easy login method

Approval from managers

Collect user's information

Traveling Reports

Travel and price details

Application filing

4

Prioritize

Your team should all be on the same page about what's important during ideation. Place your ideas on the grid to determine which ideas are important and which are feasible.

20 minutes

TIP

Remember to use the same tags (words to color & size, format, organize, and categorize ideas) to help you group them better.

Feasibility

Importance

1

2

3

4

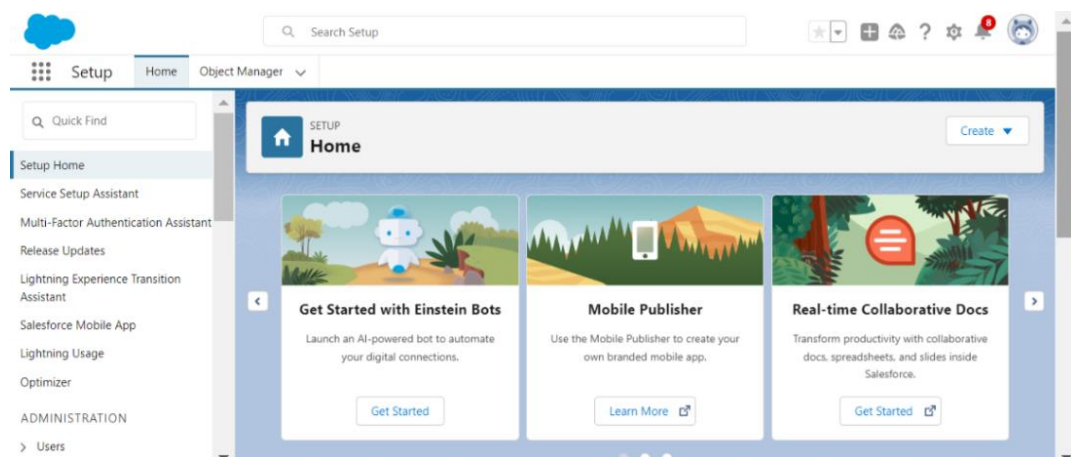
3 RESULT

3.1 Data Model:

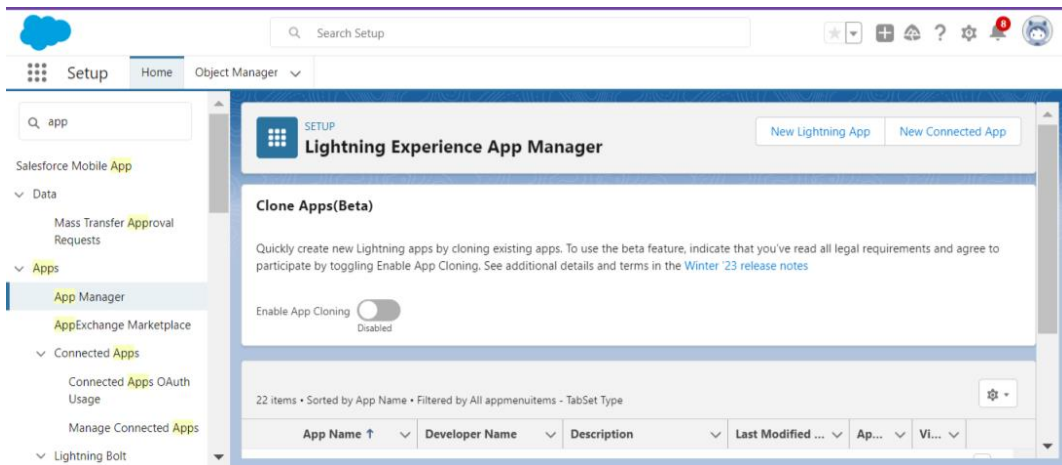
| Object name | Fields in the Object | |
|-------------------|-------------------------|-----------|
| Standard Objects: | Field label | Data type |
| | Enter Amount | Travel |
| | Length, Enter 16 | Travel |
| Custom Objects: | Field label | Data type |
| | Decimal Places, Enter 2 | Travel |
| | Select required | Travel |

3.2 Activity & Screenshot

Milestone 1



Milestone 2



The screenshot shows the Salesforce Setup interface for the Lightning Experience App Manager. The left sidebar contains a navigation menu with 'Setup' selected. The main content area is titled 'Lightning Experience App Manager' and includes a search bar, 'New Lightning App' and 'New Connected App' buttons, and a 'Clone Apps(Beta)' section. The 'Clone Apps(Beta)' section has a description, a link to 'Winter '23 release notes', and a toggle for 'Enable App Cloning' which is currently disabled. Below this is a table with 22 items, sorted by App Name, filtered by All appmenuitems - TabSet Type. The table columns are App Name, Developer Name, Description, Last Modified, App..., and Vi....

Search Setup

Setup Home Object Manager

app

Salesforce Mobile App

Data

Mass Transfer Approval Requests

Apps

App Manager

AppExchange Marketplace

Connected Apps

Connected Apps OAuth Usage

Manage Connected Apps

Lightning Bolt

Lightning Experience App Manager

New Lightning App New Connected App

Clone Apps(Beta)

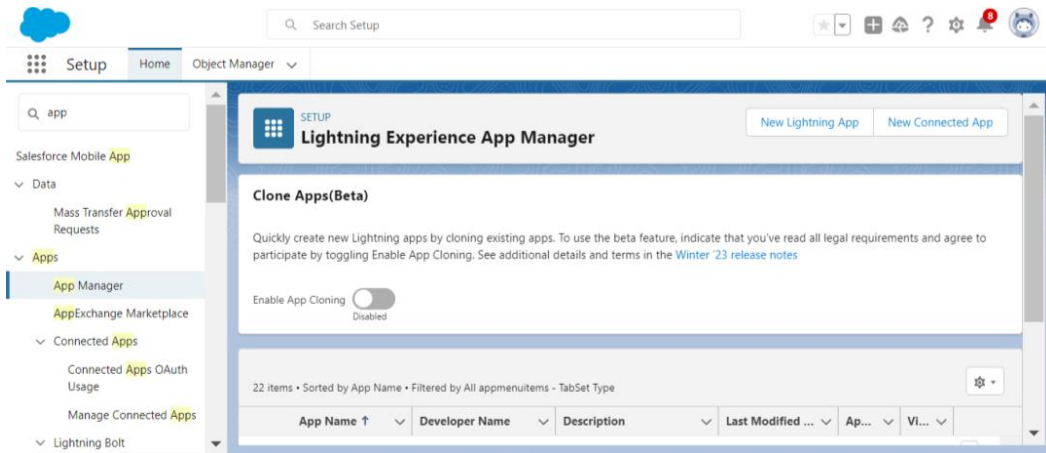
Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning. See additional details and terms in the [Winter '23 release notes](#)

Enable App Cloning Disabled

22 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type

App Name Developer Name Description Last Modified ... App... Vi...

Milestone 3



This screenshot is identical to the one for Milestone 2, showing the Salesforce Setup interface for the Lightning Experience App Manager. The 'Enable App Cloning' toggle is still disabled, and the table below it shows 22 items sorted by App Name.

Search Setup

Setup Home Object Manager

app

Salesforce Mobile App

Data

Mass Transfer Approval Requests

Apps

App Manager

AppExchange Marketplace

Connected Apps

Connected Apps OAuth Usage

Manage Connected Apps

Lightning Bolt

Lightning Experience App Manager

New Lightning App New Connected App

Clone Apps(Beta)

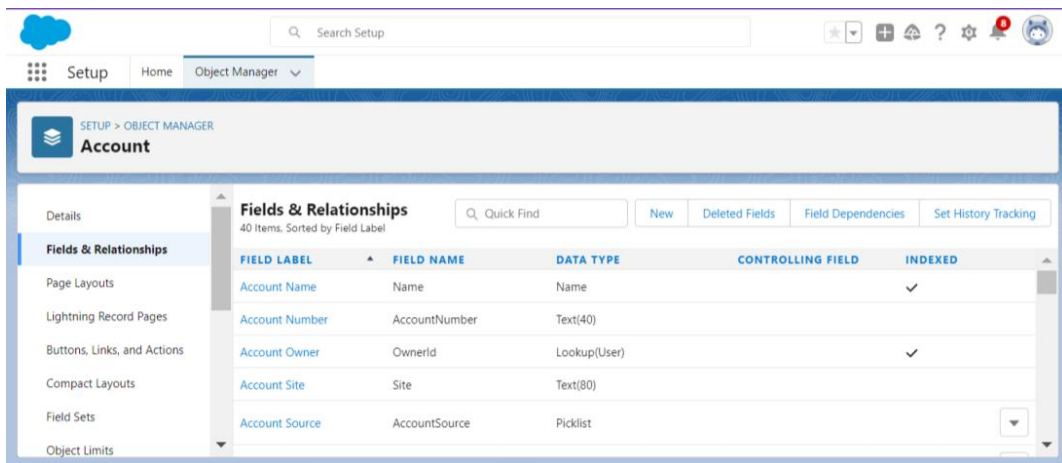
Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning. See additional details and terms in the [Winter '23 release notes](#)

Enable App Cloning Disabled

22 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type

App Name Developer Name Description Last Modified ... App... Vi...

Milestone 4



The screenshot shows the Salesforce Setup interface for the Account object. The left sidebar contains a navigation menu with 'Setup' selected. The main content area is titled 'Account' and includes a search bar, 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking' buttons. The 'Fields & Relationships' section shows a table with 40 items, sorted by Field Label. The table columns are Field Label, Field Name, Data Type, Controlling Field, and Indexed. The table lists fields such as Account Name, Account Number, Account Owner, Account Site, and Account Source.

Search Setup

Setup Home Object Manager

Account

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Fields & Relationships

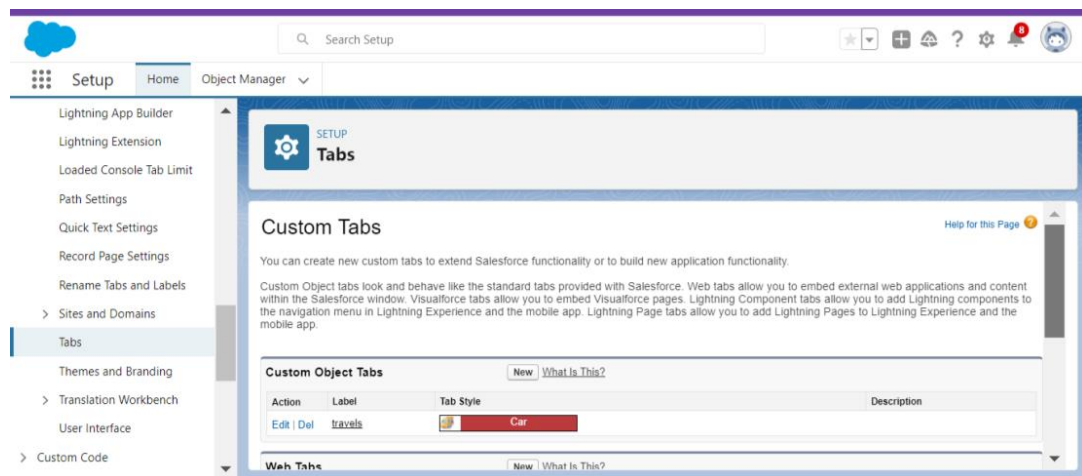
40 Items, Sorted by Field Label

Quick Find

New Deleted Fields Field Dependencies Set History Tracking

| FIELD LABEL | FIELD NAME | DATA TYPE | CONTROLLING FIELD | INDEXED |
|----------------|---------------|--------------|-------------------|---------|
| Account Name | Name | Name | | ✓ |
| Account Number | AccountNumber | Text(40) | | |
| Account Owner | OwnerId | Lookup(User) | | ✓ |
| Account Site | Site | Text(80) | | |
| Account Source | AccountSource | Picklist | | |

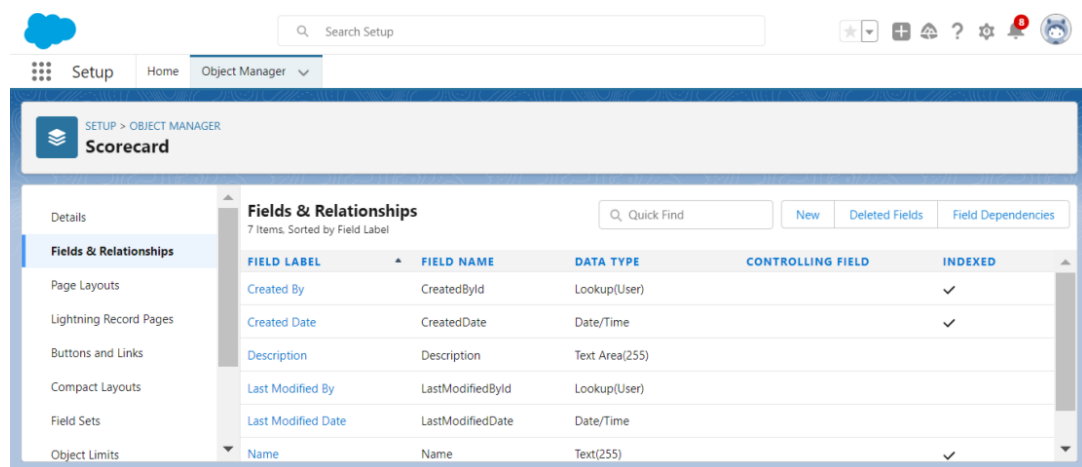
Milestone 5



The screenshot shows the Salesforce Setup interface. The left sidebar contains a navigation menu with options like Lightning App Builder, Lightning Extension, and Tabs. The main content area is titled 'Custom Tabs' and includes a 'Custom Object Tabs' section with a table of tabs. The table has columns for Action, Label, Tab Style, and Description. A tab named 'Car' is visible with a 'Car' icon and a description.

| Action | Label | Tab Style | Description |
|--|---------|-----------|-------------|
| Edit Del | travels | Car | |

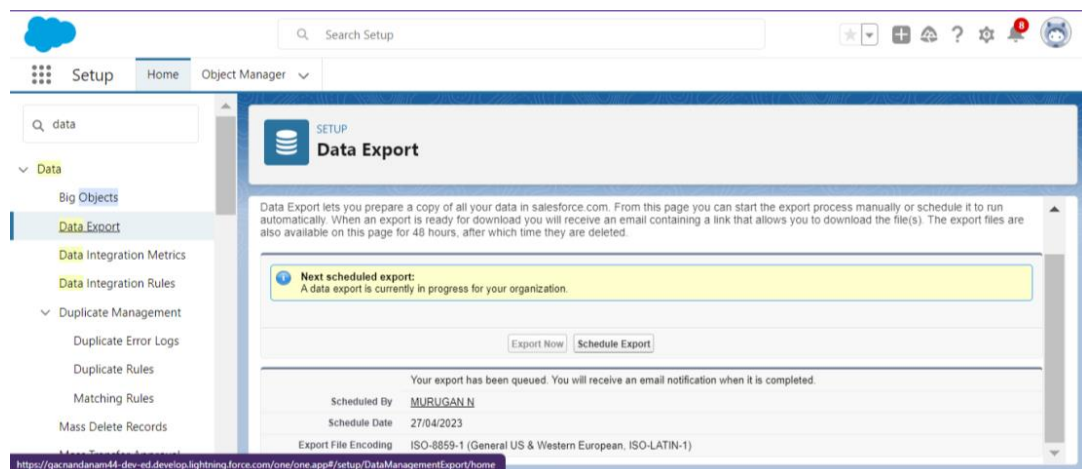
Milestone 6



The screenshot shows the Salesforce Setup interface for the 'Scorecard' object. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, and Object Limits. The main content area is titled 'Fields & Relationships' and includes a table of fields. The table has columns for Field Label, Field Name, Data Type, Controlling Field, and Indexed. Fields listed include Created By, Created Date, Description, Last Modified By, Last Modified Date, and Name.

| FIELD LABEL | FIELD NAME | DATA TYPE | CONTROLLING FIELD | INDEXED |
|--------------------|------------------|----------------|-------------------|---------|
| Created By | CreatedById | Lookup(User) | | ✓ |
| Created Date | CreatedDate | Date/Time | | ✓ |
| Description | Description | Text Area(255) | | |
| Last Modified By | LastModifiedById | Lookup(User) | | |
| Last Modified Date | LastModifiedDate | Date/Time | | |
| Name | Name | Text(255) | | ✓ |

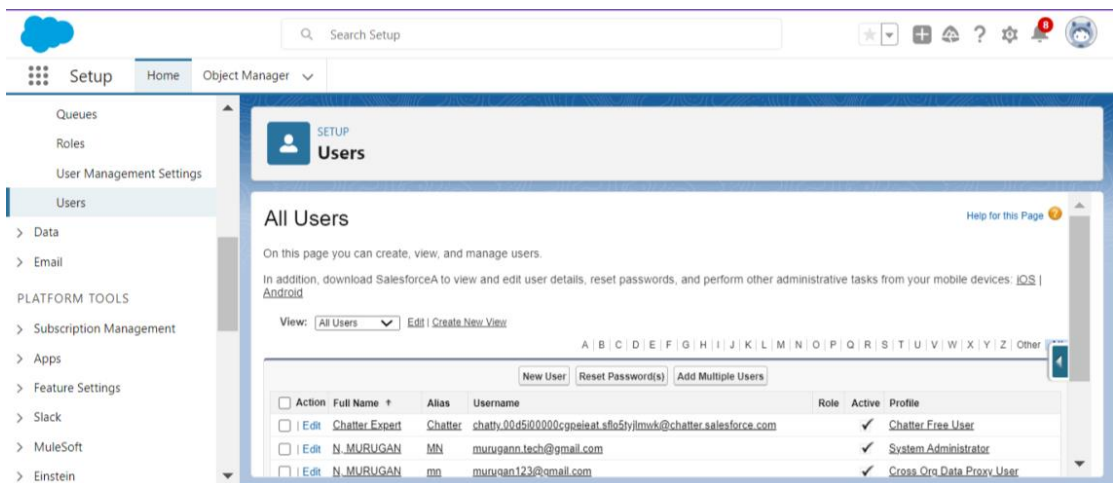
Milestone 7



The screenshot shows the Salesforce Setup interface for the 'Data Export' page. The left sidebar contains a navigation menu with options like Data, Data Export, Data Integration Metrics, and Duplicate Management. The main content area is titled 'Data Export' and includes a section for 'Next scheduled export'. It shows a message: 'A data export is currently in progress for your organization.' Below this, there are buttons for 'Export Now' and 'Schedule Export'. A table shows the export details: Scheduled By (MURUGAN N), Schedule Date (27/04/2023), and Export File Encoding (ISO-8859-1).

| Scheduled By | Schedule Date | Export File Encoding |
|--------------|---------------|---|
| MURUGAN N | 27/04/2023 | ISO-8859-1 (General US & Western European, ISO-LATIN-1) |

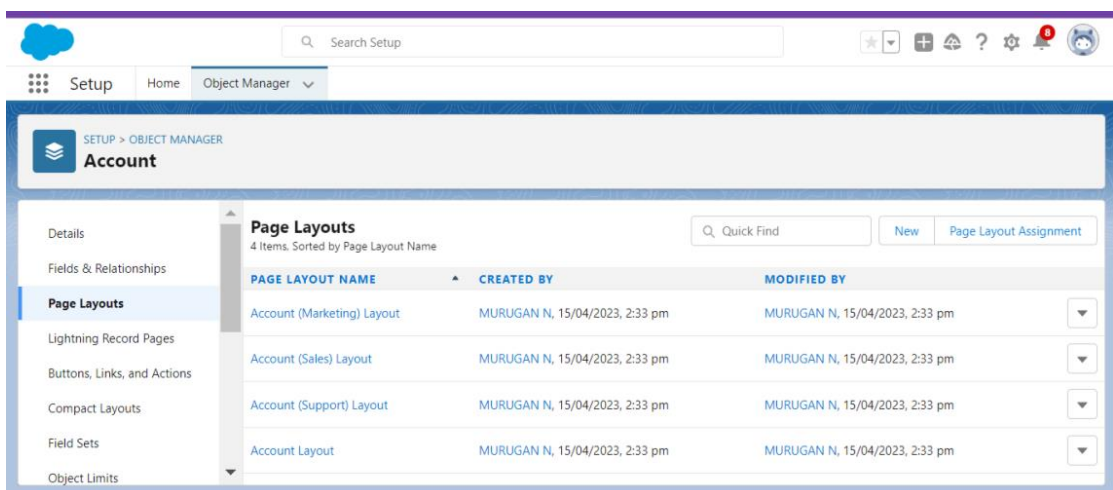
Milestone 8



The screenshot shows the Salesforce Setup interface for the 'Users' section. The left sidebar contains navigation links for Queues, Roles, User Management Settings, and Users. The main content area is titled 'All Users' and includes instructions on how to manage users. Below the instructions, there is a table listing users with columns for Action, Full Name, Alias, Username, Role, Active, and Profile. The table contains three rows of user data.

| Action | Full Name | Alias | Username | Role | Active | Profile |
|----------------------|----------------|---------|---|------|--------|---------------------------|
| Edit | Chatter Expert | Chatter | chatty.004500000cpeiaat.sfo5ylmwlk@chatter.salesforce.com | | ✓ | Chatter Free User |
| Edit | N. MURUGAN | MN | murugann.tech@gmail.com | | ✓ | System Administrator |
| Edit | N. MURUGAN | mn | murugan123@gmail.com | | ✓ | Cross Org Data Proxy User |

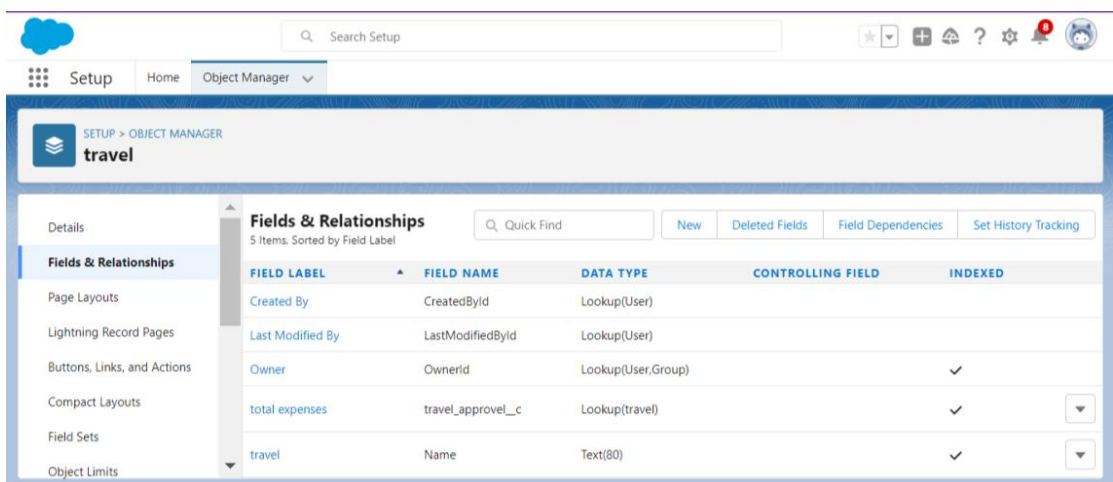
Milestone 9



The screenshot shows the Salesforce Setup interface for the 'Account' object under 'Page Layouts'. The left sidebar lists navigation options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, and Object Limits. The main content area displays a table of page layouts for the 'Account' object, sorted by name. The table has columns for Page Layout Name, Created By, and Modified By.

| PAGE LAYOUT NAME | CREATED BY | MODIFIED BY |
|----------------------------|--------------------------------|--------------------------------|
| Account (Marketing) Layout | MURUGAN N, 15/04/2023, 2:33 pm | MURUGAN N, 15/04/2023, 2:33 pm |
| Account (Sales) Layout | MURUGAN N, 15/04/2023, 2:33 pm | MURUGAN N, 15/04/2023, 2:33 pm |
| Account (Support) Layout | MURUGAN N, 15/04/2023, 2:33 pm | MURUGAN N, 15/04/2023, 2:33 pm |
| Account Layout | MURUGAN N, 15/04/2023, 2:33 pm | MURUGAN N, 15/04/2023, 2:33 pm |

Milestone 10



The screenshot shows the Salesforce Setup interface for the 'travel' object under 'Fields & Relationships'. The left sidebar lists navigation options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, and Object Limits. The main content area displays a table of fields for the 'travel' object, sorted by field label. The table has columns for Field Label, Field Name, Data Type, Controlling Field, and Indexed.

| FIELD LABEL | FIELD NAME | DATA TYPE | CONTROLLING FIELD | INDEXED |
|------------------|--------------------|--------------------|-------------------|---------|
| Created By | CreatedById | Lookup(User) | | |
| Last Modified By | LastModifiedById | Lookup(User) | | |
| Owner | OwnerId | Lookup(User,Group) | | ✓ |
| total expenses | travel_approvel__c | Lookup(travel) | | ✓ |
| travel | Name | Text(80) | | ✓ |

4 Trailhead Profile Public URL

Team Lead – <http://Trailblazer.me/id/murugan07>

Team Member 1 – <http://Trailblazer.me/id/sprasath18>

Team Member 2 – <http://Trailblazer.me/id/ckavin>

Team Member 3 – <http://Trailblazer.me/id/vadamalai17>

5 ADVANTAGES & DISADVANTAGE

Advantages:

1. Advantages Of A Flexible Business Travel Policy:

Enhances Personalization The new-age business travelers demand personalization while traveling for business. **Choice of travel options:** Employees can choose their preferred travel options, such as flights, hotels, rental cabs, etc. **Customized travel itineraries:** With a flexible travel policy, employees can create or modify their own travel itinerary. **Access to travel rewards:** A flexible travel policy allows your employees to use their travel rewards, such as loyalty points and frequent flyer miles.

2. Improves Employee Satisfaction:

A flexible business travel policy can positively impact your employees by enhancing employee satisfaction in several ways. Here are some of them: **Reduced stress and anxiety:** A flexible travel policy reduces employees' stress and anxiety associated with business travel, such as booking flights and hotels of their choice. **Recognition of employee needs:** A flexible travel policy shows that the company recognizes and values the needs of its employees. **Accommodates Bleisure**

With a flexible travel policy, you can also accommodate bleisure. According to a study, most business travelers believe participating in a bleisure during a work trip makes them more productive. **Better Work-Life Balance** A flexible travel policy allows employees to balance their work and personal commitments better. It provides support for employees with families.

Disadvantages:

Disadvantages of a Flexible Business Travel Policy
Challenges in Cost Control
A flexible travel policy allows employees to make their own travel decisions and arrangements. This can lead to a lack of consistency and increased costs.
Possibility of Policy Violation
With a flexible policy, there may be no clear guidelines or parameters for employees to follow while making travel arrangements.
Increased Administrative Burden
A flexible business travel policy can lead to increased administrative burdens for business travel management. When employees can choose their travel arrangements and expenses, it becomes difficult for companies to track and manage those expenses effectively.

6 APPLICATIONS

Travel Approval Application

This document covers the following topics:

About the Sample Application

Prerequisites

Installing the Sample Application

Defining the Use of an External Web Browser

Starting the Sample Application

Logging in as an Employee for Requesting a Business Trip

Entering a Travel Request with Flight and Hotel Information

Adding Additional Expenses to Your Travel Request

Logging in as a Manager for Approving Travel Requests

Approving a Travel Request

7 CONCLUSION

As we have seen in this chapter, tourism is a complex system that is built up of industry sectors including accommodation, recreation and entertainment, food and beverage services, transportation, and travel services. It encompasses domestic, inbound, and outbound travel for business, leisure, or other purposes. And because of this large scope, tourism development requires participation from all walks of life, including private business, governmental agencies, educational institutions, communities, and citizens.

Recognizing the diverse nature of the industry and the significant contributions tourism makes toward economic and social value for British Columbians is important. There remains a great deal of work to better educate members of the tourism industry, other sectors, and the public about the ways tourism contributes to our province

8 FUTURE SCOPE

1)Travelers Crave Local Experiences

The "experience economy" is huge in the travel industry.

2)Travel Tech Adoption Accelerates

As with nearly all businesses, technology is presenting the travel industry with seemingly endless opportunities.

3)Consumers Blend Business And Leisure Travel

4)The Travel Industry Gets Serious About Sustainability

5)That's it for the top seven trends driving the travel and tourism industry forward into 2023 and beyond.

Through these trends, we can see a dynamic relationship between the travel industry and consumers.

6)It's a push-and-pull that's sure to continue in 2024 and companies that can adapt quickly to the changing wants and needs of travelers are the best suited for future success.