

Title of the Project: **TimeTrack Monitoring System**

Brief Background of the Project:

- The *TimeTrack Monitoring System* is a website designed to serve as an attendance monitoring platform for companies that need a reliable way to track employee activity. It features four main pages: Home, Sign In, Contact, and About Us. The system in the future will provide an outline for recording and monitoring employee attendance, including **Time In, Time Out, Break In, and Break Out**, ensuring efficiency and transparency in workforce management.

PLANNING & REQUIREMENT IDENTIFICATION

- The website is a way for companies to monitor their employees' time (**in/out, break in/out**). While planning it simple, the website will be created in a user-friendly interface that will introduce the concept of Time tracking system.
- The pages are static but with a responsive design using HTML and CSS while the server is currently limited to:
 - NO BACKEND FOR STORING SIGN IN DATA
 - NO ACTUAL ATTENDANCE TRACKING FUNCTIONS
 - NO SECURITY FEATURES
- And the operations to be improved are:
 - Provides a **basic structure** for an attendance monitoring system.
 - Creates a professional, user-friendly web presence.
 - Lays the groundwork for future integration of database and backend

DEFINING

- The project will cover the creation of a **static website prototype** for the TimeTrack Monitoring System. It will include **four main pages**: Home, About Us, Contact Us, and Sign In. The focus is on **design and navigation** as a foundation for future development.
- Eventually, Stakeholders or Intended users of the project are:
 - Companies/Employers
 - Employees
 - Developers/Project Team
- A functional static website that will demonstrate the basic layout of an attendance monitoring system will be the expected project end results. A clear visual concept for stakeholders before backend functions are developed.
- For the expected benefits and improvements:
 - Provides a **structured prototype** for future system development.
 - Serves as a **communication tool** between developers and stakeholders.
 - Enhances **UI/UX design understanding** before adding actual database and security features.
- This website will also help companies/business visualize an attendance tracking platform before investing in full development. It will also lay the groundwork for improving **efficiency, accuracy, and professionalism** in employee time monitoring.

- Expected Project End Results
- Expected Benefits and Improvements
- Identified Business Operational Importance

DESIGNING

The TimeTRACK website will be developed using HTML and CSS for the layout and design. A simple navigation bar on the header will link 3 pages while the **SIGN IN** button will be on the homepage.

Users can open the website **SIGN IN** using the **HOMEPAGE** and read the company's information on the ABOUT US. Users can also use **CONTACT US** page to reach out the company.

Footer is interactive but only for navigations and social media links, **for now.**

FOR IMPROVEMENTS: Future improvements will include full login authentication, employee simple dashboards, and real-time attendance monitoring. Also, the design will be enhanced for the convenience of the other devices that the users use.

BUILDING

- The website will be built using HTML5 and CSS3 for layout and design
- Visual Studio Code will be used for text editor
- Opera/Chrome are the browser for live testing
- FUTURE UPGRADES: JavaScript and SQL will be added for interactive features and backend database integrations.
- The Website will run on any standard web browser making the users access the HOME, ABOUT US, CONTACT and SIGN IN pages easily using the navigation bar links.
- The pages will have the same theme and the SIGN IN page is currently static.
- The website's development costs are none but here's the expected coverage for future enhancement:
 - WEB HOSTING
 - TIME CONSUMED
 - PAID DESIGNS/FONTS/THEMES
 - SERVER

TESTING

• Test procedures would include users of a specific department/people to try the website. Upon testing, these are the metrics that they can use to validate:

1. USABILITY
2. DESIGN & LAYOUT
3. CONTENT CLARITY
4. PERFORMANCE/SPEED
5. FUNCTIONALITY

6. ACCESSIBILITY

7. OVERALL SATISFACTION

For simplicity, these metrics can be evaluate using Likert scale (1 to 5). 1 for VERY POOR and 5 for EXCELLENT.

DEPLOYMENT

The deployment phase will have its stages:

System Deployment:

- We will upload the wesbite to a paid server making the setup live for testing everything inside the web pages.
- We will also consider having backup in case of errors.
- User Training Plan
 - Developers will hand out a simple guide document about the interface and how to navigate the website to understand the basic features.
- User Readiness Plan
 - To ensure the users are familiar with the website's functionality:
 - We will let a small group of users try the website to provide feedback
 - Confirm if the users can successfully navigate pages without issues.
 - Confirm if website content is clear.