SL / VL online form

January 16, 2017

# Overview

## Project Background and Description

A web-based Leave / Overtime Management System that automates communication between HR and employees and facilitates efficient management of employee leave and overtime. For employees, this system allows them to easily determine their leave availability (sick leave / vacation leave) facilitates overtime filing and create both modules online. For managers, approval of such filed leaves / overtime is done online. This ensures that all leaves / overtime taken and leave / overtime requests are properly monitored, where everybody can apply and view leave / overtime records with anytime, anywhere access.

## Project Scope

* HR module – basic information of employees (database information)
* Email notification for approval and also approved and rejection of leaves
* Up to 2 level approval. (and
* Customizable calendar (holidays, time schedule, Overtime, General calendar)
* Monitoring Report (individual and overall)

## High-Level Requirements

|  |  |
| --- | --- |
|  | [Describe the high level requirements for the project. For example:] |

The new system must include the following:

* Ability to allow both internal and external users to access the application online
* Ability to create / edit / delete requested leave or overtime
* Ability to approve / disapprove requested leave or overtime
* Ability to see plotted leaves / overtime on calendar
* Ability to assign approver of leave / overtime to heads (up to 2 level with and/or approval logic)
* Ability to send email notification based on the process agreed
* Ability to generate report real time

## Deliverables

|  |  |
| --- | --- |
|  | [List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project.] |

## Affected Parties

|  |  |
| --- | --- |
|  | [List business processes or systems which will be impacted by this project and describe how they will be affected.] |

## Affected Business Processes or Systems

|  |  |
| --- | --- |
|  | [Describe any specific components that are excluded from this project.] |

## Specific Exclusions from Scope

|  |  |
| --- | --- |
|  | [Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental? What will be included in each release?] |

## Implementation Plan

|  |  |
| --- | --- |
|  | [Include recommendations that lead to your proposed solution. Summarize what you’re proposing to do and how you’re going to meet the goals. You’ll be able to expand on the details within the ‘Our Proposal’ section.] |

## High-Level Timeline/Schedule

|  |  |
| --- | --- |
|  | [Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?] |

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

|  |  |  |
| --- | --- | --- |
| Name | Title | Date |
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| Approved By |  |  | Date |  | Approved By |  |  | Date |