

Project Concept Document

Project number	1
Project Title	Leave Management and Events Management System
Document	Project Concept Document
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Description

In this project we need to make a Leave Management and Events Management System where the employees of the Eklavya foundation can apply for leaves and get approval. The system should also be able to show the remaining number of leaves left for the employee.

The next part is the Event Management System where information needs to be circulated to all the respective employees of the region the event is going to happen.

The system should be able to accommodate adding a new center and modifying the hierarchy of the center according to the head of the center.

Profile of Users

The end users are

- Super Admin
 - Approves or rejects leaves at a higher level.
 - Adds or modifies centers and their hierarchy.
- Admin
 - Approves or rejects leave requests from employees under their center.
 - Sends event notifications to relevant employees.

- Users
 - Applies for leave and tracks leave balance.
 - Receives event notifications and confirms attendance.
 - Views leave status (approved/rejected).

Usage Model

The system consists of three primary modules:

1. **Leave Management** – Employees apply for leave, and approvals are handled by Center Heads or Administrators.
2. **Event Management** – Events are created and communicated to employees based on their assigned center.
3. **Center & Hierarchy Management** – New centers can be added, and the organizational hierarchy can be modified.

Use Case Diagram

