**REPUBLIC OF RWANDA**

**ECOLE SECONDAIRE BAPTISTE DE LA FRATERNITE**

**BP 244 GISENYI**

**ANALYSIS DESIGN AND IMPLEMENTATION OF EMPLOYEES MANAGEMENT SYSTEM: Case study ESBF/GISENYI**

*Project submitted in fulfillment of the requirement for the award of:*

***Advanced level in Computer Science and Management***

***Submited by:***

**INGABIRE Louise**

**NSHIMIYIMANA Essau**

***Under the guidance of*: Mr. JOSEPH N Gatera**

**Academic year: 2014**

**DEDUCATION**

Our almighty God

Our beloved Parents

Our brothers, Sister and all Relatives

All Friends and Schoolmates

We dedicate this project

**DECLARATION**

We hereby declare that the project entitled” **ANALYSIS DESIGN AND IMPLEMENTATION EMPLOYEES MANAGEMENT SYSTEM** “submitted to Ecole Secondaire Baptiste de la FraterniteGisenyi, We carried out under the supervision of **Mr. Joseph Ngabo Gatera**.We further declare that the work reported in this project has not and will not be for the award of any submitted, for the award of any other degree in this school or any other technical schools.

Date …

Signature…

**NSHIMIYIMANA Essau**

Signature…

**INGABIRE Louise**

**ACKNOWLEDGEMENT**

To the people and institutions below, we are honored and obliged to extend our appreciations For their contribution for our educational career and all to this research in particular: We are grateful to the Ecole Secondaire Baptiste de la FraterniteGisenyi for the knowledge extended to us throughout the three years of extensive career shaping and skill development.

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May God Bless You All!!!!!!

**CERTIFICATE**

This is to certify that the project entitled**” EMPLOYEES MANAGEMENT SYSTEM**” is a record of original work done by **NSHIMIYIMANA Essau** and **INGABIRELouise**, inpartial fulfillment of the requirement for the finalizing academic year 2014.

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**SUPERVISOR**

**JOSEPH NGABO GATERA**

**ABSTRACT**

The purpose of this project is to implement the Employees management system for which the case study is Ecole Secondaire Baptiste de la Fraternite of Gisenyi (ESBF).

The main objective of this project is to implement an application that provides the employee’s management system to the employees of ESBF/GISENYI.

This system can efficiently and effectively help all employees to be managed by their administration or association using a window based material.

The achievement of this objective is described in the current project within its phasesSuch as requirement gathering, analysis, design, and implementation and testing. This project gives definition and theoretical concept of a window based application, providesboth theorical and practical conception of employee’s management system. By the end of this project, conclusion and recommendation are made regarding theUsability of the software for the purpose of the control of future development projects.

**CHAP .I. INTRODUCTION**

According to usual observation organization deal with the operations through three major ingredients for success namely, financial, physical and employees management. Even through the management team has to develop all these resources the majority of organization mostly on employees ones.

As Bashar (2007) said the truly successful organization accomplishes its mission through participation in decision making of its employee.

He goes on starting that it is about preserving and improving employee’s knowledge, skills and abilities and other characteristics to achieve organization objectives.As the management requires the creation and maintenance of an environment in which individuals work together in groups towards the accomplishment of come on targets goods and objectives.

The employers have different potentialities that are to be exploited to achieve the said goods and objectives. The purpose of this project is to provide a computerized system to facilitate the employees to be managed by their manage by using a computerized system.

**1.2: BACKGROUND TO THE STUDY**

* 1. **1.Overview of the secondary**

**1.2.2. Creation**

Ecole Secondaire Baptiste de la fraternite Gisenyi (ESBF). Was created on 15 Th March 1997 and accreted by the convention No001/98 of 02/02/1998 with the government of Republic of Rwanda.ESBF got its own status by the Ministerial order No 013/16 of June 2007.

ESBF governed by laws and regulations for secondary Education in Rwanda, the law regulating labor in Rwanda, the ESBF internal regulations as well as manual procedures.

**1.2.3. Vision of ESBF**

ESBF is destined to stand out as a remarkable secondary for excellence at the heart of Rwanda with highly motivated students and higher qualified personnel endowed with elevated ethic values .ESBF is also taking pride in its very modern infrastructure and equipment and endeavors to perfectly fulfill its mission before God.

**1.2.4. Philosophy of ESBF**

The ESBF philosophy is based on four fundamental principals

* To have faith in God,
* To know your mission on earth,
* To have positive thoughts,
* To live ethical values.

**1.2.3. Values, motto and mission**

**1.2.3.1. Values**

The values of ESBF are **integrity, humanity, determination** and **excellence**

**1.2.3.2. Motto**

The motto of ESBF is **Techniques and conscience**

**1.2.3.3. Mission**

The mission of ESBF is **Education, to teach, to conduct research** and to **serve the community**.

* 1. **1.Objective of ESBF**

ESBF aim the following objectives:

* Providing a solid scientific, intellectual and professional training to its students;
* Rendering service to the community;
* Organizing conferences and seminars to reinforce teaching and research;
* Conferring academic titles in conformity with legal provision related to the diploma;
* Awarding certificates at the end of the short terms training s;
* Conferring merit titles and excellence award.

**1.3.2. ESBF Organs**

ESBF organs are:

* Headmaster’s office;
* The Bursar’s office;
* The Patron office;
* Deputy head teacher’s office
* The Discipline master’s office;

**1.3.3. Post of option studies**

**1.3.3.1. Diploma degree**

Ecole Secondaire Baptiste de la fraternite Gisenyi of offering four options.These Master’s programmers’ are:

* Accounting;
* Secretary;
* Computer Science and Management;
* Computer and Electronics;

All diploma degree is offered by course work and dissertation and diploma is done by three years.

**1.3 THE PROBLEM STATEMENT**

A matter or situation regarded as unwelcome or harmful and needing to be dealt with and overcome[[1]](#footnote-2).

The major problems being faced by ESBF are:

* All employee information are stored on a hard copies and misplaced then this causes a problem,
* Loss or damage of hard copies containing employee details,
* It is difficult to print the list of employee by sex if it is needed,
* Doing report took a long time but after computerizing the system with a simple click you will get a report.

**1.4Objectives**

The objectives of this project are of two fords. They are divided into general objectives and specific objectives all aiming to manage all employees in a good manner.

**1.4.1 General Objective**

The general objective is to develop employee’s management system that facilitates E.S.B.F the administrator to manage their employees through computerized system not a manual one.

**1.4.2 Specific Objectives**

* The system will help us in evaluating organization employees with respect to time.
* It will help us to know the hours worked by each employee and predict the salary (per month).

This system will allow the database user to know deeply the identity of each employee by using username and password.

**1.5 Goal**

The goal of employee’s management system is to implement the system which will manage:

* Employee forms complement
* Employee form of payrolist
* Employee form job
* Employee form contact
* Report Generation

**1.6 Scope of the Project**

This study focuses on developing of “Employees management system” that allow the employees to the advice from top managers which encourages them to maximize their effort on work activities, and where by an evaluation stage is made easily this project focuses on Ecole Secondaire Baptiste de la Fraternite de Gisenyi.

**1.7 Techniques Methodology:**

It is a process used to collect data.Three sources of technique will be used to identify survey items: Interview technique, The Investigation technique, The Documentation technique, and Observation technique.The questionnaire is the primary data collection tool designed to measure the existing realities in the study population.

**1.7.1: Techniques Process:**

Interview is defined as: “A technique that aims at organizing a report of oral communication between two people[[2]](#footnote-3): the interviewer and the interviewee in order to allow the investigation to collect same information a piece subject.”These techniques help the researcher to collect data from ESBF/Gisenyi by holding an interview with the heads of department.

* **The investigation technique**

Is also used to gather all the system requirements based on haw the existing system worked, and it involves the interview and observation techniques. Interview techniques is obviously similarly to a burver methods of data collection on which employees same times a questionnaire while observation techniques deals with the recording of behavior of sampling units or respondent.

* **The documentation technique**

Is for sharpening knowledge by consulting books, review memories, class note, and online materials related to the project tasks.

* **Observation technique**

Observation in the context of research means watching or observing same action, activity or phenomenon, and recording the observation in the same manner.

**1.7: Platforms**

The system will develop using the following tools and platforms **Microsoft Access** for database back end and the windows application will be developed and linked to the database using **Microsoft visual studio 2005**(**6.0**) combined.

**1.7 Layout**

This project repots is subdivided into six chapters:

* **Chapter one**is the general introduction, which deals with the problem definition, the objectives, the scope of the study, the significance of the study and the arrangement of the study.
* **Chapter two** is the literature review that is introduced to discuss on what other people have done that relate to the same objectives with Employees Management System, then after, it defines the current system, which is used as the case study and finally the implementation part of the work .
* **Chapter three**will discuss on system analysis of current system to the employees management system of ESBF/GISENYI.
* **Chapter four**is about implementation and testing and evaluating the implementation of the new system which contains the development of the project, technology tools used, all important modules interface describing clearly the system.
* **Chapter five**will be the conclusion and recommendation for this system.

**CHAPER II**

**LITERATURE AND REVIEW**

**2.1 Introduction**

This chapter explains related theatrical work or references used to develop the employee’s management system and background of the system. It also expound on technologies to be used with a view of providing an overview for the concept of the system’s design.

**2.1.2 Analysis**

It is an action of studying or examining something in details, in order to discover more about it. In this research topic the researcher will examine the **Analysis Design and Implementation of Employees Management System.**

**2.1.3 Design**

Is the creation of a plan or conversation for the construction of an object or system (as in architectural blue prints…)

**2.1.4 Implementation**

Detailed listing of activities, costs, expected difficulties, and schedules that are required to achieve the objectives of the strategic plans.Implementation is the realization of an application, or execution of a plan, idea, model, design, specification, standard, algorithm, or policy .[[3]](#footnote-4)

**2.1.5 Employees**

Employees are individuals who comprise the workforce of an organization .in addition, this term is used to refer to “any person employed by a provide management of a campany or an individual who works in a usual manner to management supervision, education, administrative services, the correspondence, purchase, sale, delivery or loading of cash or goods, this term fore includes all the word.[[4]](#footnote-5)

**2.1.6 Management**

* Management is the process of designing and maintaining an environment in which individuals, working in groups, efficiently accomplish selected aim.
* Management is the art and science of getting work done through people? It is the process of giving direction and controlling of various activities of people to achieve the objectives of organizations. French Man Henri Fayol[[5]](#footnote-6) considers management to consist of six functions: forecasting, planning, organizing, commanding, coordinating and controlling. He was one of the influential contributors to modern concepts of management.
* Another way of thinking of many parker follet, who wrote on topic early twentieth century, defined management as “the art of getting things done through people.

**2.1.7 System**

System whole compounded of several parts or members, system,” literary” composition” is a set of interacting or interdependent forming an integrated whole. A system is a set of elements and relationships which are different from relationships of the set or its elements to another elements or sets.

Fields that studies the general properties of systems includes systems theory, cybernetics, dynamical systems, thermodynamics and complex systems. They investigate the abstract properties of systems matter and organization looking for concepts and principles that are independent of domain, substance type, or temporal scale.

Most systems share common characteristics, include:

* Systems have structure, defined by components and their composition.
* System may have same function or group of function.

System have behavior which involves inputs, processing and output of material, energy, information of data.

**2.2 Database Conception and Applications**

A data system is basically just a computerized record keeping system. Databases are behind the systems that affect most every aspect of our lives our bank accounts, medical records, pensions, employment records, phone records, tax records, car registration details, supermarket purchases, our children’s school grades almost every piece of information of significance in our lives is stored in a modern relational database management system. The database itself can be regarded as a kind of electronic filing cabinet. It is a repositoryor container for a collection of computerized data files. A database is a complex object for storing structured, ordered information which is organized and stored in a way that allows its quick and efficient retrieval.Users of the system can perform a variety of operations on a database, such as:

* Adding new files to the database,
* Inserting data into existing files,
* Retrieving data from existing files,
* Changing data in existing files,
* Deleting data from existing files,
* Removing files from the database.

**2.2.1 Data**

Data refers to the raw facts including numbers, words that are processed on a computer and later transformed into structured ordered information.

**2.2.2 Database System**

It is a computerized system whose overall purpose is to store information and allow users to retrieve and update that information on demand. The information in question can be anything that is of significance to the individual or organization concerned in other word, the information needed to assist in the general process of running the business of that individual or organization.

The following are the benefits of database approach:

* It ensures that data is shared among users for a variety of application ,
* It maintains data that are both accurate and consistent,
* It ensures that all data required for current and future applications is readily available. It allows the database to involve and the needs of the users grow.
* Allows users to construct their personal view of data without concern for the way the data are physically stored.

**2.2.3 Database Processing System**

It is a database technology that has been developed to ensure the relationship of users, database application, Database management system (DBSMS), and database. Database processing program call the DBMS to access the stored data. The following figure shows the presentation of a database management system.

Database

DBMS

Database Application

**Figure 1: The database Processing System**

The fundamental purpose of database processing system is that the application programmers do not have to be concerned with the way in which data are physically stored.

1. (http://www.oxforddictionaries.com/definition/english/problem) [↑](#footnote-ref-2)
2. Albert BRIMO, quoted by MULUMBATI (1980:28) [↑](#footnote-ref-3)
3. www.en.m.wikipedia.org/WIKI/implementation. [↑](#footnote-ref-4)
4. Encyclopedic Dictionary, 1962:715). [↑](#footnote-ref-5)
5. PETER DRUCKER, 1970) [↑](#footnote-ref-6)