# Leave Management Module: Orange HRM

PROJECT SPECIFICATIONS

Object Oriented Programming 2

Section: F

Spring 15-16

Group 7

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| **Group #07** | | **Leave Management** | |
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# Project Specification

# **Foreword:**

Orange HRM is an open source Human Resource Management Information Systems (HRMIS) which provides a fully functional system for organizations. The next generation HR system Orange HRM will change the way a company is managed which is a vital help for a company. The HRMIS creates a more efficient and well managed environment in the organization.

1. **Project Business Direction**
   1. **Project Goals**

**“**Leave Management” the goal of the project is to create a automated system that involves the recording of leave and controlling these against leave policies defined in the HR system. The module provides flexibility in allowing you to define various types of Leave, including Annual Leave, Sick Leave, Travel leave etc. The Leave Module has the ability to send notifications to covering officers and allows you to record, track leave and view leave history. The web-enabled and self-service concepts significantly streamline all leave related procedures, eliminate paperwork and saves costs. The main goal of the project is to implement the project in pure object orientation. The basic independent layers should be User Interface, Connection Layer, and Business Layer which can communicate through Microsoft SQL Server where data will be stored, updated and can easily be relieved.

* 1. **Purpose**

This project gives the user the opportunity to add entitlement and assign leave to employees. It also manages the attendance of the employees. The project is a generalized concept which should work for any organization and the organization can manage leave and assign according to their priorities.

* 1. **Business Opportunities**

This project can be offered to any organization (educational institutions, business organizations and governmental body). This can serve as a sub-system of a mass Human Resource Management Information System. Most organizations have a separate sub-division for leave management which is a very difficult and delicate task of an organization This system can provide them an efficient way to handle those data on a smarter and faster way. As a result of this software helps in increasing the profit of the organization as less human resource and maintenance are involved.

* 1. **Project Background**

On an analogue approach, an office employing a number of people works for a whole leave Management within Human Management Information Management System. They store the data in a inefficient way, where querying or handling the data becomes a great challenge for the system.

Our system provides a way where an employee of the HRM Department can handle the whole scenario from a client program and retrieve any data that is needed. It can help to manage the scenario in a better approach.

1. **Project Scope Description**
   1. **Project Outcome**

In term of deliverables, the final outcome of the project is a generic flexible Human Resource Management Information System which is controlled by the client and client can modify its flexible interface by adding or removing features as needed.

The whole project consists of-

* A fully working system described with diagrams
* A client for Windows OS
* Documentation
  1. **Included, Excluded**

In order to avoid future shifts in the level of ambition, it is state what is specifically included in or excluded from the project in relation to its goal.

Included:

Project includes implementation on CLI and .Net Framework and further can be implemented for web based applications. The application is solely concentrated on developing the leave management system by making a generic one with prioritize features.

Excluded:

Apart from the Leave Management System in the HRMIS, the project does not included any authoritive decision making skills, like a ESS (Executive Support System), and it does not provide a expert analysis on the data of the leave of the employees. It does not concern on any economic or political calamities in the environment but only deals with the present leave management tools that are just needed for an organization.

1. **Project Plans**
   1. **Time Schedule**

Module 1 Entitlements

Features

* 1. Add Entitlements
  2. Employee Entitlements

Module 2 Reports

Features

2.1 Leave Entitlements and usage report

Module 3 Configure

Features

3.1 Leave Period

3.2 Leave Types

3.3 Work Weeks

3.4 Holidays

Module 4 Leave List

Features

Search Employee on leave

Module 5 Assign Leave

Features

Assign leave of employees with valid information

Module 6 Track Employee Attendance

Features

6.1 Generate QR Code for each employee

6.2 Keep a update attendance record of the employees

1. **Project Organization and Stakeholders**
   1. **Project Organization Overview**

Project Customers are the institutional authority who is interested to implement our project on their system. HR Managers shall be the only end users of the project of our concern

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* 1. **Client and Customer Commitments**

The development work of the project is maintained under the time to time supervision of the client. The final application is desktop based, but later it can be modified to serve as a web application. Requirements have been finalized as per the direction of the client.

* 1. **Connections with Other Modules**

The project design includes necessary measures for collaboration with other modules that serve different convenient purposes for proper managerial operations. There are modules that are interested in storing and manipulating different employer and employee information. Our project deals with those modules for maintaining regularity and to make sure that it remains up to date for every change in the information of its concern.

* 1. **Reporting and Communication Principles**

Our Client will be reported about the development work of the project on the basis of the schedule provided by him. A team meeting will be held once in a week, and any change in the work flow shall be notified

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1. **Risks and Opportunities**

Our software will not be responsible for any forceful data misuse. During data entry, the required fields must be filled correctly as per the policies of the institution. It is simply a software to serve as an HR assistant for storage and controlled manipulation of the information related to attendance and leave.

1. **Project Quality System**
   1. **Project Strategy**

Our team will develop the desktop application specifically for the Windows platform. To fulfil this goal our approach is to build the software using the C# language and the Visual Studio IDE.

* 1. **Operative Process Used in the Project**

Our project will be split into various sub-modules

* Entitlements
* Reports
* Configure
* Leave List
* Assign Leave
* Attendance

The number of sub-modules may increase based on the demands of our client. The names of the fields can also differ in the final application for the same reason. Our team members will work on the sub-modules and finally their works will be merged into a single **Leave Management** application.

* 1. **Security**

The security issue for our software lies in the process of database handling. Our team members are committed to make sure that any misuse of data as an internal failure of the application be strictly avoided. The same policy applies for the data obtained from external parties of the software, such as the administration, other modules, etc.

* 1. **Configuration Management (CM)**

Each and every part of the project shall be developed as per the requirements of the client. Our team is will meet the customer for this purpose in case any further information is required.

* 1. **Documentation**

The Project will come with proper and complete documentation of each and every aspect related to it and saved into the system.

1. **Project Handover**

The Project will be handed over to the customer within the predefined deadline. Then, it will be merged with other projects to complete the development process of an outstanding HR Application. The completed project shall be ready to go through a series of acceptance tests before it gets finalized.

1. **References**

* Template project specification provided with client’s requirement
* Software Engineering : A Practitioner’s Approach

-Roger S. Pressmen

-Bruce R. Maxim

1. **Distribution List**

The Project Specification documentation is only handed over to the teams members after client’s confirmation about the requirements.