Identify the Problem	Propose and Implement Countermeasures
Many small, medium businesses and organizations still use the old way to record the shifts worked by their employees. The method is to use a simple paper form which include the name, time in, time out and the employee's signature. Each employee need to fill the form every time they report to work and before leaving, even when they take work breaks.	1. Create a dashboard (employees end) where employee's basic information is displayed. 　— Full name, employee ID, current work hours, employees working, request vacation and sicks days. 2. Create a dashboard (admin end) where they are able to manage ever employee. 　— Edit employees information, approve/deny requests, edit shift hours.

Set the Target	Check / Evaluate
Creating a standardized digital platform (web app) where employees can have a business profile which can have all the information needed to clock-in and clock-out once they login/logout from their computer, tablet or smartphone or from a general computer, tablet or smartphone. Even the employees can have some settings to add task lists, edit their profiles, ask for vacation and/or sick days.	1. Test time clock inputs (dates and time). 2. Evaluate that every employee have their own information in their system end. 3. Test the request mechanism (vacation/sick days).

Analyze the Cause	Act and/or Standarize
1. Faster mechanism of clocking-in and clocking-out.	Follow the standard way employees clock-in, clock out, request days off and document management.
2. Reduce typography errors that can occur with pen and paper.	
3. Have a personalized list-to-do in their system end.	Resolve unforeseen issues and ensure stability in the process.
4. Employees can see their worked hours and past paystubs.	
5. System administrators can have better access and control over shifts.	
** Root cause can be digitalization of physical paper work. **	