TITLE OF THE PROJECT

# DCL-Human Resource Management


Submitted by

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Course: Internship

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Department of Computing and Information System (CIS)

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# APPROVAL

This Project titled **"DCL-HRM",** Submitted by **Sharif Ashik Ishtiak**, ID No: 181-16-247 to the Department of Computing & Information Systems, Daffodil International University has been accepted as satisfactory for the partial fulfillment of the requirements for the degree of B.Sc. in Computing & Information Systems and approved as to its style and contents. The presentation has been held on- 13-02-2022.

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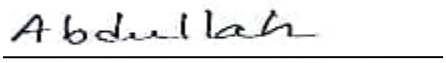

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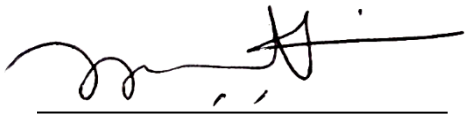

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# Declaration

I hereby declare that; this project has been done by me under supervision of **Mr. Abdullah Bin Kasem Bhuiyan, Lecturer,** Department of Computing and Information System (CIS) of Daffodil International University. I am also declaring that this project or any part of there has never been submitted anywhere else for the award of any educational degree like, B.Sc., M.Sc., Diploma or other qualifications.

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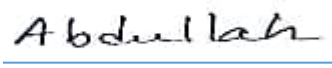

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# Acknowledgement

First of all, praise and appreciation to the Almighty Allah for showering blessings on me during my project work, allowing me to successfully finish the project. I would want to express my sincere pleasure to my project supervisor, Abdullah Bin Kasem Bhuiyan, and xxxx for allowing me the opportunity to work on this project and for offering vital advice throughout. I am grateful for their company, tolerance, and wonderful sense of humor. I am eternally thankful to my loving parents, prayers, concern, and sacrifices in teaching and preparing me for the future. I'd also want to thank my friends, Shahinur Shawon, Asif Mahmud Akash, and Shorif Islam for their constant support during this DCL-HRM system development.

Finally, I'd want to express my appreciation to everyone who has helped me, directly or indirectly, accomplish the project work.

## Dedication

I an Sharif Ashik Ishtiak, officially certify that I finished the DCL-HRM project while being supervised by Md. Mazharul Islam, Project Manager of Daffodil Computers LTD (DCL). I further certify that this project has still not been submitted to other university / institution for the awarding of a degree or certificate.

## Abstract

DCL-HRM offers a flexible human resource management system for small and medium sized organization , allowing organizations to manage the employee's personnel lifecycle, from onboarding to termination.

DCL-HRM contains a full suite of applications for HR management, including core administration, timesheet management, recruitment, performance evaluations, leave management and many more. DCL-HRM can be implemented on a local server or cloud, and it can satisfy the demands of businesses in various types of industries, including real estate, banking, pharmaceuticals, insurance, education, and others. It allows multiple groups of users to have different levels of system access and permissions. The PIM feature enables companies to record personnel information in a manner appropriate for auditing and reporting. It also includes capabilities for managing staff departures and keeping track of time off requests.

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# Chapter 1 – Introduction

## 1.1 Introduction

Human Resource Management (HRM) is the organizational function in charge of managing the people in a company through recruitment, selection, performance management, learning and development, succession planning, and HR data analytics. The HR department of a company is critical to the growth of its bottom line and the success of its business plan. HRM encompasses all types of management choices and activities that impact the relationship between the business and its employees. HRM basically manages people to reach peak performance. It is about improving company performance through improved human resource management (Ichniowski, 2004). Companies tried to automate management for their employees in the 1970s. In the late 1980s, PeopleSoft was one of the first full HRMS systems. In the late 1990s internet brought the huge benefits of automation to even more HR processes. (Holliday, 2020).

HRMS is a computerized system for managing and optimizing a company's human resources that daily human resource tasks and overall HR goals. HR software enables HR professionals and managers to better allocate their time and resources to more productive and profitable endeavors. **DCL-HRM** may be used for candidate recruiting, payroll administration, leave authorization, succession planning, attendance tracking, career development, performance assessments, and overall management. t of an organization's personnel information. Employees can able to take certain clerical tasks pertaining to the input of their personal information, which puts time back of HR professionals. Employees are allowed to take on some clerical responsibilities related to the registration of own private details, which absolves extra time for HR specialists. **DCL-HRM** systems enable users to adapt their workflow to the demands of their company in order to get the optimal user experience.

## 1.2 Document Contents

**Chapter 1: Introduction**

Key project information that provides the reader with enough information to understand the project's aim and scope.

**Chapter 2: Initial Phase**

Project initiation would be the first step of the project life cycle and this stage determine whether or not the project is required. This chapter summarizes the Entire Proposal, Project Background, Problem Area, and Project Solutions.

**Chapter 3: Literature Review**

A literature review will show the comprehensive summary of important pieces and other materials on a specific topic. Scholarly journal articles, textbooks, report papers, Web portals and other sources may be included in the literature review.

**Chapter 4: Methodology**

This chapter describe project methodology, how this methodology will use, best methodology and implementation plan.

**Chapter 5: Planning**

Define Project Plan, Time Duration, WBS, Gantt Chart, Resource Analysis for proposed project.

**Chapter 6: Feasibility**

Various types of feasibility studies and cost analyses will be discussed in depth here.

**Chapter 7: Foundation**

This chapter will explain the problem area analysis, requirements list, proposed technology and justifications.

**Chapter 8: Exploration**

It shows the system activity diagram, each fetchers activity also use case diagram for better understanding of the system

**Chapter 9: Engineering**

The recommended system's database logical and behavioral modeling

**Chapter 10: Deployment**

Samples of Core Module Coding, Possible Problem Splitting, and Resource allocation While developing will all be covered in this section.

**Chapter 11: Testing**

This chapter will cover the system test plan, multiple test cases, and test results.

**Chapter 12: Implementation**

The implementation strategy, training approach and other associated issues are covered here.

**Chapter 13: Observation and Critical Evaluation**

This chapter evaluates the primary objectives that were achieved and those that were not achieved in details.

**Chapter 14: Lessons Learned**

This chapter explains what I learnt and the problems I faced while working on the project.

**Chapter 15: Conclusion**

The project summary, project goal and my experience all are documented here.

# Chapter 2 - Initial Study

## 2.1 Background of the project

These days, organizations increasingly using technologies for several departments in order to achieve their end goals. Smart organizations don't have time to spend manually executing fundamental tasks or going through the same processes again and over. A HRMS software helps organization to focus on their core activities. Human resource management System saves time by helping automate simple processes such as leave allowance, requirements, and training. HRMS are more secure to keep company data (Manale, 2021).

A company manager uses HR software to develop employee's skills and progress their careers and track their performance. DCL-HRM allows employees to Manage their own data. It will support Better Compliance. HR employees can easily focus on the human Resources and helps to monitor leave and sickness more easily. DCL-HRM reduces a dependence on paper and manual processes.

## 2.2 Problem Area

HR management is growing more difficult as today's workforce becomes more dynamic and multicultural. Traditional human resource methods are no longer as useful. Because the unemployment rate is low, businesses must improve their human resource operations in order to recruit and keep skilled staff. In this day, A big organization faces some common Human Resource related problem. We can easily find this issues that are chiefly as:

Implementing an optimal onboarding process: According to a Gallup poll, just 12% of new workers believe that company has a proper onboarding procedure. Most onboarding programs last only 1 or 2 days and leaving them puzzled and frustrated.

**Appropriate training opportunities:** A company is probably knowing the challenges that come up with employee training and development initiatives. Picking the appropriate training subjects to meet the different necessities and benefits of today's

multigenerational workforce may be difficult. HR must provide sufficient time and resources to training initiatives. Staff may fail to notice or prioritize training initiatives if this is not done due of their hectic schedule.

**Employee turnover:** Among the most pressing concerns for human resource departments all across the world is employee turnover. From research, more than 51percentage points of American workers are considering switching jobs. Employees leave their job for a variety of reasons, the most common of which are a lack of career advancement, performance evaluation, and employee engagement. When workers leave a business, a significant amount of time and money must be spent on recruiting and training new staff. (ARUN, 2020).

**HR administration work:** Manually handle all HR activities may be difficult and time-consuming. Using spreadsheets to maintain employee timesheets is extremely cumbersome inconvenient. Manual activities lead mistakes, resulting in compliance difficulties. Manually keeping all employee data becomes difficult as organizations develop because it is difficult to modify which is often more prone to exploitation.

## 2.3 Possible solution

The entire recruitment process may be totally automated with HRMS software. An onboarding component may handle everything from generating offer letters to assigning desk spaces. The onboarding tool also ensures easy access to the procedure manuals, organizational rules and anything else you want. Several staff can be trained at the same time, saving time and money on these programs. Using HR Software, you can streamline the entire learning process. Training and development programs may be simplified across departments by using DCL-HRM. Employee engagement may be improved with DCL-HRM software features. For example, the onboarding function gives staff access to all of the information, services, and resources that are required for new recruits. Employee self-service portals helps staff to control and monitoring their own movements without depending on other human resources department. A quality supervision tool enables

employees to offer and accept feedback using techniques such as performance reviews, KRAs, and targets (Colrus, 2019).

By increasing the speed of HR procedures and improving the entire work environment, all functionaries may be totally automated. Manual work may be greatly reduced, and files can be quickly prepared and accessible. Investing in HRMS software will assist the organization in reaching its growth and development goals (ARUN, 2020).

# Chapter 3 - Literature Review

A literature study is a section of a report that captures main sources on a specific subject and explains those sources in discussion with each other. An effective literature review evaluates, critically analyzes, and synthesizes sources to provide a clear overview of the current of knowledge on the subject. HRM is a time-consuming and labor-intensive activity. Most significant assets of a company are critical to manage and utilize resources as effectively as possible (McCombes, 2019).

In this article, I will look at some of the issues that organizations face and how HR management system provide better solutions

## 3.1 Analysis of the problem domain compared with previously published papers

HR departments must receive and manage a large quantity of data. When HR staff spend too much time on administrative chores, it is difficult to control productivity. Employees require access to information at all times and from any location. A strong HR platform need combines all management. Such as onboarding, benefits, payroll, and time off monitoring (University, 2021). Organizational change is not typically focus on HR training and career development. Organizational management creates a unique challenge for leadership and management. Leadership skills must be prioritized as a strategic goal. HR professionals are essential to provide the appropriate structures and processes for selecting and developing the organization's future leaders. HRM must be able to quantify outcomes in terms of transaction processing as well as the positive impact on the organization.

According to a survey, I released the following top 10 HRMS challenges:

| **No table of figures entries found.** | % Of Organization |
|---|---|
| Change management | 48% |
| Leadership development | 35% |
| Effectiveness measurement | 27% |
| Organizational effectiveness | 25% |
| Compensation | 24% |
| Recruitment and availability | 24% |
| Succession planning | 20% |
| Learning and development | 19% |
| Retention | 16% |
| Health & welfare | 13% |

*Table 1: Table 1HRMS challenges Survey*

## 3.2 Discussion of problem-solving techniques based on published papers

DCL-HRM gives the optimum ways and provided the appropriate answer to the demands of the company to administer.

Modern HRMS and Its significant role will be (Singh, 2018):

**Organizational Management**: HRMS may organize an enterprise by Employer, Place, Section, Labels, Worker Group, and Company Changes such as Retirement, Dismissal, Move, Promotions, and so on.

**Security Control**: HRMS also enables user security through the use of tasks management, user access, menu authentication, and other methods.

**Time and Absence Management**: HRMS includes an integrated attendance module, overtime, leave application and approval, manual approval, yearly and monthly leave processing, and so forth.

**Employee information management**: HRMS is used to store all a staff's information, such as worker leave details, training information, salary structure details, and so on.

**Payroll Management:** HRMS payroll management may construct up to N components, assigning a salary to numerous people based on a pay structure formula.

**Recruitment or Staffing**: Entry-level candidate information forms, advanced level candidate information forms, the entire recruiting cycle, and resource planning based on budget estimates.

## 3.3 Recommended approach

HRMS focuses on long-term solutions and people management solutions. It focuses actions in organizational growth, ensuring employee organizational fit and other factors that guarantee people create value. General management includes human resource management. Employee management is the responsibility of managers at all levels. It is necessary to treat individuals with dignity and respect. From the above discussion it is clear that a proper HRM software have to the required features. A HRM system should be provide following approach (Dixit, 2021):

- Document Management
- Applicant Tracking and Recruiting
- Employee Onboarding and Administration
- Performance Management
- Benefits Management
- Compensation Management
- Time and Attendance Management
- Learning and Professional Development
- Employee Engagement
- Employee Self Service

- Payroll Management
- Succession Management
- Reporting and Dashboard

# Chapter 4 - Methodology

project methodology is a collection of concepts and techniques that help you to achieve the best performance of your project. It is a structure that allows you to manage your program as best as possible. Because of project management tools are so fundamental to businesses and teams. We need confirm that our project management approach is up to date that accurately mapped to your company, group type, project, and objectives. Many programmers found that traditional project management techniques were hampering their progress. Their performance and outcomes impact their performance and results. In this chapter, I will go through the methodologies, methodology selection and the recommended implementation strategy (Teamwork, 2020).

## 4.1 What to use

Several project management methodologies are available to choose from. Each methods have advantages and disadvantages. Some of them perform better on certain projects than others, so you'll have to study about project management approaches to figure out which one is for you. We'll touch some of the most common project management approaches, which are used in a variety of industries, including software development (Westland, 2021). In this section, I will explain three methodologies with their pros and cons.

### 4.1.1 Waterfall methodology

Waterfall approach is a well-known project management technique. The proposal's activities and phases are completed in a linear, sequential manner, and each step must be completed before moving on to the next. The waterfall software development life cycle, sometimes known as the waterfall SDLC is a popular method for managing software engineering projects (Leeron Hoory, 2021). The waterfall methodology is divided into seven different phases:

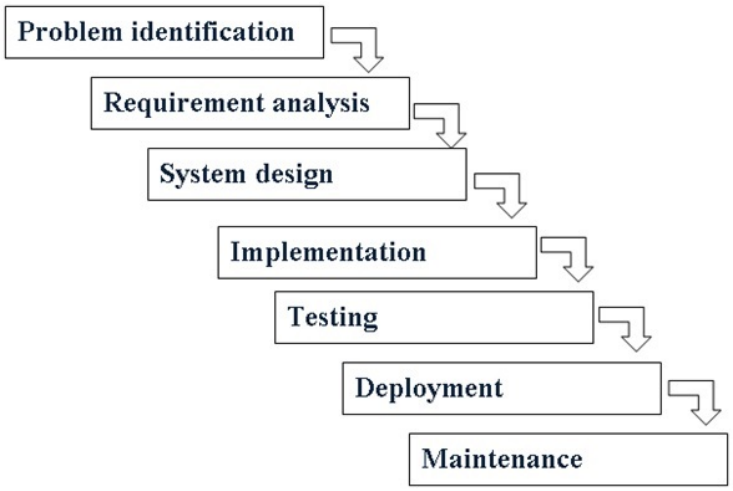



*Figure 1: Waterfall Methodology*

**Pros of Waterfall Methodology**

- Phases are processed and completed one at a time in this methodology.
- Forces is a well-structured and organized organization.
- Is easy to understand, manage, and organize activities.
- Allows for departmentalization and administrative control based on a timetable or deadline.
- It reinforces excellent coding habits such as defining before designing and then coding.
- Allows for easy early design or specification adjustments.
- Milestones and deadlines are clearly defined. (Lewis, 2017)

**Cons Waterfall Methodology**

- Once a program has entered the testing stage, it is quite tough to modify anything that was not well-thought.
- No functional software is built until late in the life cycle.
- There is a great deal of risk and confusion.
- It was not a suitable model for large, object-oriented programs.

- Improper model for long-term initiatives.
- Increase efficiency by avoiding process overlap. (Lewis, 2017)

### 4.1.2 Agile Methodology

The Agile methodology is one of the easiest and most successful processes for translating a vision for a business requirement into technology solutions. Agile is a concept used to characterize software development processes that include plan, training, development, team collaboration, evolutionary development, and early delivery. It enables adaptability responses to change. Concerned with the limits of project management techniques that cannot develop with the project, the focus started to turn to more dynamic policies. (Hamilton, 2021)

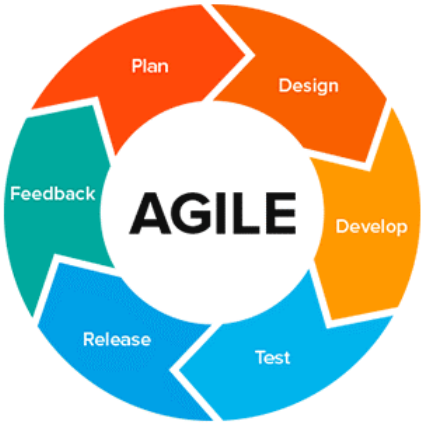



*Figure 2: Agile Methodology*

**Pros of Agile Methodology**

- Clients are pleased with the rapid and continuous development and delivery of appropriate software.
- The product is created rapidly and delivered on a constant basis.
- Facial expression communication is a powerful mode of communication.
- Business people and developers work together on a daily basis and in close partnership.

- Adapting to new conditions on a regular basis. (Olic, 2017)
- Even last-minute adjustments in specifications are accepted.
- You can test and experiment concepts, Because the prices are modest

**Cons Agile Methodology**

- It is effective for small development projects.
- Lack of concentration on required for design and documentation.
- During the meeting, an expert project member must make key decisions.
- Documentation is small in Agile methodologies.

### 4.1.3 Dynamic Systems Development Methodology (DSDM)

DSDM is the software development agile project delivery framework. The DSDM Agile Project Framework like many other agile project delivery methodologies, progressed from a software-specific answer to general project management tool (Boog, 2020). Due to DSDM's capacity to fulfill a wide range of agile demands, it was selected for fast increasing AgilePM (Agile Project Management).

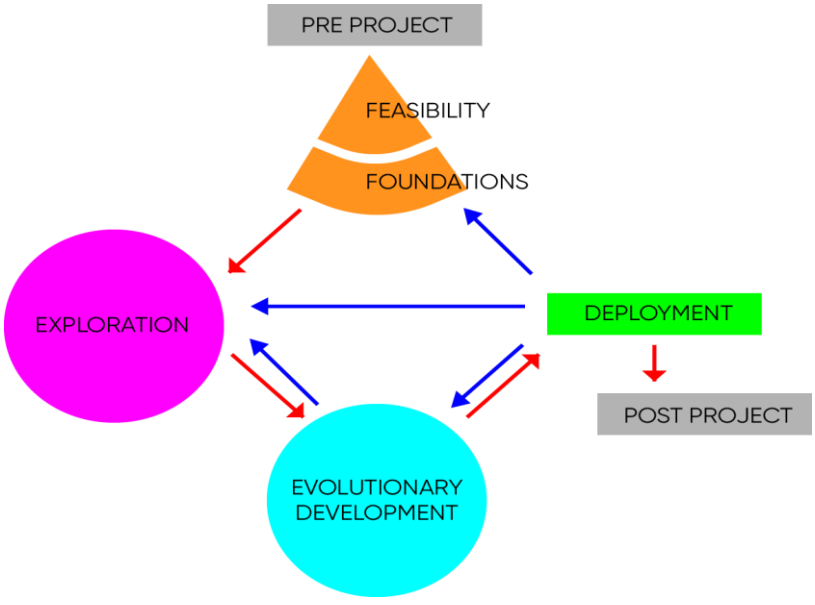


*Figure 3: DSDM Methodology*

**Pros of DSDM Methodology**

- You can complete tasks on schedule.
- Everyone can clearly comprehend how the project is progressing.
- The DSDM methodology concentrates business cases to guarantee that any actions performed have critical business value.
- Quickly implement product capability.
- Developers can quickly reach out to end consumers.
- It would be easier to keep the project on budget.
- Growth and development are accelerating.

**Cons of Agile Methodology**

- Due to the high cost of installation, small enterprises may find it challenging.
- DSDM does not foster developer creativity.
- If alternative technical options are available, projects must agree to a predetermined standard.

### 4.1.4 Choosing Methodology

There are several aspects that will determine which project management strategy is ideal for your project. group and organization. I choose DSDM methodology for the DCL-HRM project after considering cost and budget, team size, risk taking ability, flexibility, timeline, and client participation. In order to achieve faster product delivery then Improve the project development process. Improving user and stakeholder participation throughout the workflow ensure that high-quality work is completed on schedule.

## 4.2 Why to use

A Project Management Methodology is a method that raises the possibilities of project success by providing a clear direction. it saves a lot of time and enhancing the overall quality of deliverables. Most development project managers implement a technique that was either developed through years of experience. A typical advantage of a technique is that it assists in project management by lowering risks, increasing the chances of a project's success. Basically, methodology should include:

- Set of methods for managing projects.
- collection of capabilities for developing the necessary skills
- a set of tools, forms, and templates for standard information

## 4.3 Sections of methodology

The DSDM Lifecycle consists of six phases that are intended to take a DCL-HRM project from idea to execution. The iterative structure of DSDM allows business representatives to view the solution as it progresses, offer feedback, and ask modifications during the solution's development. One of the DSDM lifecycle concepts is "Focus on the Business Requirement," that begins in the pre-project phase and ensures that projects are associated with organizational goals. DSDM stages are described in the below, along with how they relate to one another.

**Pre-Project Phase**

Pre-Project phase ensure that projects are developed with a specific goal in mind. This stage would take place at the program or portfolio level. It serves as a type of entry point, ensuring that projects are ready to start based on the business goals.

**Feasibility Phase**

The Feasibility phase determines the proposed project is technically doable and consider to be cost-effective from a business standpoint. This is a high-level analysis of the technical requirements for the project and proposal.

**Foundations Phase**

The Foundations Phase described in the Project completion with a Delivery Plan. This phase establishes the project lifetime by determining how the DSDM method will be applied to the project's unique requirements.

**Evolutionary Development Phase**

This phase uses timeboxing to regulate iterations. Each iteration provides a finished component. MoSCoW prioritization used to prioritize the items throughout each timeboxed iteration.

**Deployment Phase**

The goal of this phase is to establish a baseline of the Evolving Solution into action. The deployed release may be the final solution or a portion of the final solution.

**Post-Project Phase**

After deployment a project, the post-Project phase evaluates how successfully the predicted business benefits were reached. The majority of the advantages will accumulate a predetermined duration of live usage of the solution. During Post-Project phase you would also conduct a development review. (RENDER, 2018)

## 4.4 Implementation plans

Users confirm that the prototypes meet the requirements. This section determines the release criteria, settings, and schedule. Implementation is completed, as well as training for future users to operate the program. Because everything was given in response to user demand, no additional work is necessary. The product will be ready for launch after this stage.

# Chapter 5 - Planning

## 5.1 Project Plan

Project planning is more than just a stage in the project management process. It's one of the most important parts of the procedure. It improves project efficiency and success rates. A solid project plan makes tracking project goals and outcomes simple. A project management plan comprises all of your project's activity, tasks, and resources (Franks, 2021). This section will describe the project plan, including the Work Breakdown Structure (WBS), Time Boxing and Gannt Chart.

### 5.1.1 Work Breakdown Structure (WBS)

The major goal of the work breakdown structure is to plan the project's timetable. Each task's time is scheduled in combination with the tasks that must come preceding and following. The work breakdown structure (WBS) gives an overall strategy that allows the project manager to identify how the project should move and manage the workflow effectively (Mong, 2018). It is an analysis that includes of the work that must be done to achieve a project's objectives. Project`s WBS will be:

| | *Title* | *Duration* | Start | End |
|---|---|---|---|---|
| 1 | Introduction | 7 days | 7/04/2021 | 7/10/2021 |
| 2 | Initial Study | 20 days | 7/11/2021 | 7/30/2021 |
| 3 | Literature Review | 17 days | 7/31/2021 | 8/15/2021 |
| 4 | Methodology | 10 days | 8/16/2021 | 8/25/2021 |
| 5 | Planning | 15 days | 8/26/2021 | 9/10/2021 |
| 6 | Feasibility | 16 days | 9/11/2021 | 9/25/2021 |
| 7 | Foundation | 10 days | 9/26/2021 | 10/5/2021 |

| | | | | |
|---|---|---|---|---|
| 8 | Exploration | 5 days | 10/6/2021 | 10/10/2021 |
| 9 | Engineering | 14 days | 10/11/2021 | 10/31/2021 |
| 10 | Deployment | 50 days | 11/1/2021 | 12/20/2021 |
| 11 | Testing | 6 days | 12/21/2021 | 12/26/2021 |
| 12 | Implementation | 5 days | 12/27/2021 | 12/31/2021 |
| 13 | Critical Appraisal and Evaluation | 13 days | 01/02/2022 | 01/15/2022 |
| 14 | Lessons Learned | 3 days | 01/16/2022 | 01/18/2022 |
| 15 | Conclusion | 4 days | 01/19/2022 | 01/22/2022 |
| | | Total 195 days | | |

*Table 2: Work Breakdown Structure (WBS) List*

### 5.1.2 Resource Allocation

Resource allocation involves controlling real assets such as hardware in order to maximize the use of intangible assets such as human capital. Allocating resources involves balancing various demands and objectives. Organizations must first identify their target end objective before engaging in resource allocation (Lebeaux, 2018).DCL-HRM is an academic project, so that I will perform in different stages in different time. DCL-HRM project`s resource allocation is as follows-

| | Task | Duration | Resource |
|---|---|---|---|
| 1 | Introduction | 7 days | Analyst, User |
| 2 | Initial Study | 20 days | Analyst |
| 3 | Literature Review | 17 days | Analyst, Team Leader |
| 4 | Methodology | 10 days | Analyst, Developer |
| 5 | Planning | 15 days | Analyst, Developer, Team Leader,Designer |
| 6 | Feasibility | 16 days | Analyst, Team Leader |
| 7 | Foundation | 10 days | Analyst,Designer,Developer |
| 8 | Exploration | 5 days | Analyst,Designer,Developer |
| 9 | Engineering | 14 days | Designer,Developer |
| 10 | Deployment | 50 days | Analyst,Developer |
| 11 | Testing | 6 days | Developer,Designer,User,Tester |
| 12 | Implementation | 5 days | Developer,Analyst,User |
| 13 | Critical Appraisal and Evaluation | 13 days | Analyst, Developer,Tester |
| 14 | Lessons Learned | 3 days | User,Analyst, Developer |
| 15 | Conclusion | 4 days | Analyst |

*Table 3: Resource Allocation List*

### 5.1.3 Timeboxing

Timeboxing is a simplistic time management concept that involves allocating a minimum and maximum unit of time. Then finish the task within the time limit. A Timebox is defined by DSDM fixed period of time at the end of which an objective is satisfied. The Timebox target is usually to fulfill one or more tasks. This assures that the goal of a Timebox is just complete something to full and meaningful. DCL-HRM project`s need to complete all tasks completed within the time frame:

| Timebox | Task | Resource |
|---|---|---|

| | | |
|---|---|---|
| TB1 | Introduction | Analyst, User |
| | Initial Study | Analyst |
| | Literature Review | Analyst, Team Leader |
| TB2 | Methodology | Analyst, Developer |
| | Planning | Analyst, Developer, Team Leader, Designer |
| | Feasibility | Analyst, Team Leader |
| TB3 | Foundation | Analyst, Designer, Developer |
| TB4 | Exploration | Analyst, Designer, Developer |
| | Engineering | Designer, Developer |
| TB5 | Deployment | Analyst, Developer |
| | Testing | Developer, Designer, User, Tester |
| TB6 | Implementation | Developer, Analyst, User |
| | Critical Appraisal and Evaluation | Analyst, Developer, Tester |
| TB7 | Lessons Learned | User, Analyst, Developer |
| | Conclusion | Analyst |

*Table 4: List of the Time Boxes*

### 5.1.4 Gantt Chart

Gantt charts show the optimal project management technique. That is, separate project work into linear sequential phases, with each step depending on the one before it. Every action in the stage has an estimated time to finish it. Because each activity is interdependent, you can estimate when the project will be completed. In the below Gantt Charts shows the start date of the project schedule, project tasks, tasks start and finish date.

| ID | Title | Start Time | End Time |
|---|---|---|---|
| 1 | Introduction | 07/07/2021 | 07/10/2021 |
| 2 | Initial Study | 07/11/2021 | 07/30/2021 |
| 3 | Literature Review | 07/31/2021 | 08/15/2021 |
| 4 | Methodology | 08/16/2021 | 08/25/2021 |
| 5 | Planning | 08/26/2021 | 09/10/2021 |
| 6 | Feasibility | 09/11/2021 | 09/25/2021 |
| 7 | Foundation | 09/26/2021 | 10/05/2021 |
| 8 | Exploration | 10/06/2021 | 10/10/2021 |
| 9 | Engineering | 10/11/2021 | 10/31/2021 |
| 10 | Deployment | 11/01/2021 | 12/20/2021 |
| 11 | Testing | 12/21/2021 | 12/26/2021 |
| 12 | Implementation | 12/27/2021 | 12/31/2021 |
| 13 | Critical Appraisal and Evaluation | 01/02/2022 | 01/15/2022 |
| 14 | Lessons Learned | 01/16/2022 | 01/18/2022 |
| 15 | Conclusion | 01/19/2022 | 01/22/2022 |

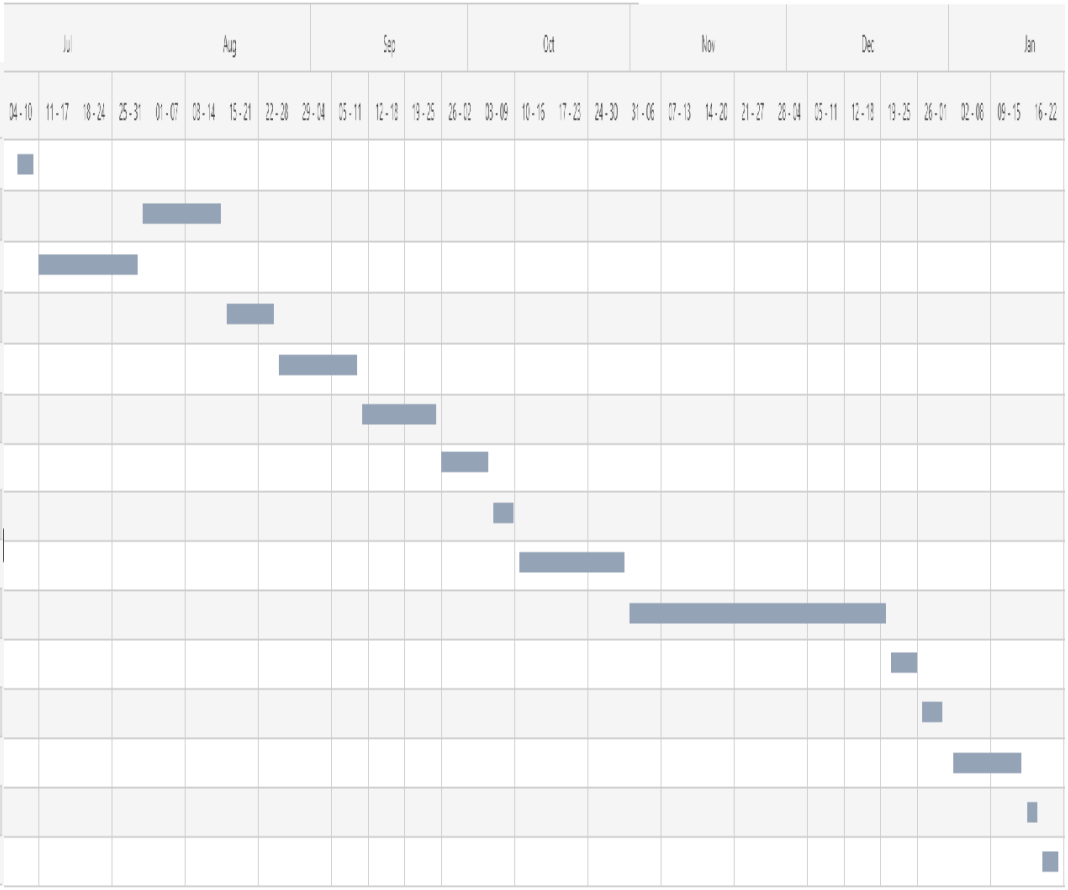



*Table 5: Gantt chart*

# Chapter 6 - Feasibility

In this blog, feasibility study is used to establish the acceptability of a concept, such as ensuring a project is both technically and economically feasible. It informs us whether a project is profitable. A feasibility analysis finds that in some situations, a project may not be feasible. Various types of feasibility studies will evaluate both the possibility and the difficulties in achieving the best results. An enterprise may save money and time by conducting this study.

## 6.1 All Possible Type of Feasibility

Among these top 5 types of a feasibility study are the important components of checking the possibility of the project start, progress, achievement, and delivery. Let us go through each one in detail.

### 6.1.1 Operational Feasibility

The extent of steps to solve business challenges and user needs is evaluated by operational feasibility. This evaluation involves conducting research to evaluate if and how successfully the organization's requirements can be met by finishing the project. The following tasks are also performed by operational feasibility-

- Determines whether the problems specified in the user requirements are high priority.
- Determines if the software development team's proposed solution is acceptable.
- Defines whether users will adjust to new software.
- Make sure software satisfaction

### 6.1.2 Technical feasibility

For DCL-HRM, technical feasibility analysis whether the necessary resources and technology are available for project development. This feasibility study also examines the technological skills and capabilities of the technical team, as well as whether or not current hardware can be used (Simplilearn, 2022). Technical feasibility analyzes the system's technical complexity and determines if the expert system can be built using techniques and tools.

In the below the technical features of **DCL-HRM** projects are listed-

**Hardware**

- Computer
- Wi-fi router

**Software**

- Windows 10
- Microsoft Edge
- Visual Studio
- XAMPP

**Database**

- MySQL

**Technology**

- HTML
- CSS
- Java Scripts
- Bootstrap
- PHP (7.2.33)

### 6.1.3 Economic Feasibility

This economic feasibility analysis includes a thorough evaluation of the project progress cost, which includes all final development costs such as hardware and software resources, development costs and design, among other things. Software will be economically feasible if it focuses on the following concerns.

- The cost of developing software to deliver long-term benefits for a company.
- The cost of conducting a complete software investigation such as requirements elicitation and analysis.
- Hardware, software, development staff, and training costs.

For DCL-HRM, web-based application cost analysis in the below:

**Web based application cost**

| Equipment | Cost Per Unit (Per month) | Cost |
|---|---|---|
| **Internet** | 1500 | |
| **Desktop/ Laptop (core i7, 1.60 GHz up to 3.40 GHz, 16GB DDR4 RAM, HDD, SSD)** | 1,50,000 | 1,50,000 |
| **Domain, Hosting and email service** | 15,000 | 15,000 |
| **Total** | 1,66,500 | 1,66,500 |

*Table 6: Cost of Web Application*

## 6.2 Cost Benefit Analysis

A cost-benefit analysis is a financial model that takes into account both physical and intangible benefits while making decisions. It also examines and compares the corresponding expenses for producing tangible results. Managers will be able to make data-driven educated judgments regarding any investment based on the values obtained. Next 5 years' total estimated revenue and cost are given below:

### 6.2.1 Total Budget for next five years

| SL No. | Component | 1 Year | 2 Year | 3 Year | 4 Year | 5 Year | In Total |
|---|---|---|---|---|---|---|---|
| 1 | Web App | 1,00000 | | | | | 1,00,000 tk |
| 2 | Email, Domain & Hosting | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 t | 75,000 tk |
| 3 | Software License | 5,000 | | | | | 5,000 tk |
| 4 | Hardware Setup | 1,50,000 | | | | | 1,50,000 tk |
| 5 | Server | 5,00,000 | | | | | 5,00,000 tk |
| 6 | Maintenance | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 1,50,000 tk |
| 7 | Staff Training | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 1,40,000 tk |
| | **Total** | **8,50,000tk** | **95,000tk** | **95,000tk** | **95,000tk** | **95,000tk** | **11,20,000tk** |

Table 7: Estimation Cost of the project

### 6.2.2 Total Earning

| SL No. | Earning | 1Year | 2Year | 3Year | 4Year | 5Year | Total |
|---|---|---|---|---|---|---|---|
| 1 | Govt. Tax | 1,00,000 | 1,30,000 | 1,60,000 | 1,90,000 | 2,20,000 | 8,00,000tk |
| 2 | Govt. Tax | 1,20,000 | 1,60,000 | 2,00,000 | 2,40,000 | 2,80,000 | 10,00,000tk |
| | **Total** | **2,20,000** | **2,90,000** | **3,60,000** | **4,30,000** | **5,00,000** | **18,05,000tk** |

Table 8: Estimation Earn of the project

### 6.2.3 Revenue in Total

| SL No. | Sector | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|---|---|---|---|---|---|---|---|
| 1 | Earning | 2,20,000 | 2,90,000 | 3,60,000 | 4,30,000 | 5,00,000 | 18,05,000tk |
| 2 | Cost | 8,50,000 | 95,000 | 95,000 | 95,000 | 95,000 | 11,20,000tk |
| | **Total Revenue** | **-6,30,000** | **1,95,000** | **2,65,000** | **3,35,000** | **4,05,000** | **5,70,000tk** |

Table 9: Estimation Revenue of the project

### 6.2.4 Market Research based on HRM software

The Human Resource Management Market is expected to reach $31.4 billion by 2025, increasing at a CAGR of 13.07 percent between 2020 and 2025. Organizations are increasingly adopting HRM solutions after realizing the potential of these solutions in improving and upgrading HR operations, ultimately boost the market. The current pandemic has had a worldwide impact on the economy. This pandemic has both present and long-term consequences. All businesses are trying to adapt to work-from-

home modules. A suitable HRM software will assist in increasing efficiency while maintaining job quality.

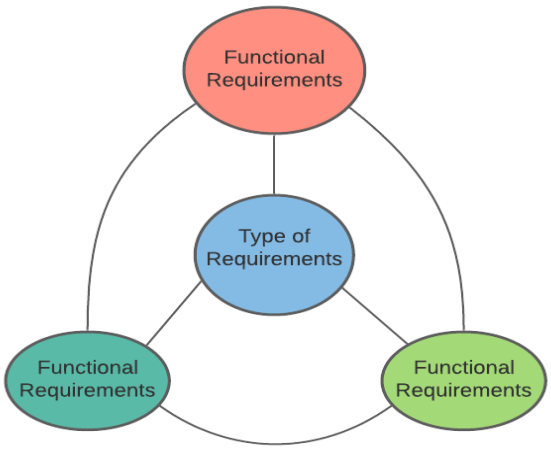
### 6.3 Is DSDM Beneficial or Harmful for This Project?

DSDM technique for DCL-HRM projects because, it can be monitor project progress in the early phases and allow for a mid-project break down. This project may need to accept changes during the project is develop. Allows developers to access to end users. Its structure is appropriate for a wide range of difficult problem-solving activities. The DSDM technique ensures that projects are completed on time and under budget. Analyzed all other methodology it is clear to say that, DSDM is the best approach according for DCL-HRM project.

## Chapter 7 - Foundation

### 7.1 General Requirement List

In this blog the purpose of the requirements is to provide a basis knowledge between the users and the developers of the initial system definition. Requirements enable to understand the system behavior, which is characterized by different system's tasks. For this project requirements are generally separated into two kinds. There are functional and non-functional requirements.



### 7.1.1 Functional requirements

Functional requirements are principles or goals that determine the behavior of a system. What a software system must or must not do is specified by functional requirements. Functional Requirements of **DCL-HRM** is listed below:

- Administrative is the central point of control for the whole system. The Administrative Module is where all management duties such as setting job titles, registering user accounts, tracking the audit trail, and many other system administration functions are performed.
- Personal Information Module (PIM) stores all necessary employee information. Various types of personal information, detailed certifications and work experience, employment information and so on.
- Leave management system with several options for establishing leave categories and more. It handles various application and approval processes and can display information such as leave application, leave balance, history, and so on.
- Employees may enroll and submit individual timesheets and punch in/out times, and supervisors can evaluate employee timesheets and monitor employee activity using employee and project reports.
- A company's recruiting process is managed by recruitment. The administrator can create vacancies
- Manages and reviews all employee performance so that the organization can understand how well an employee is working in relation to objectives and strategies.
- In the dashboard, there is an overview of important information as well as quick access to specific activities. It makes critical information available with a single click.
- The admin user can configure the Directory Configuration so that workers with view access can see contact information. The System administrator might also choose which information should be displayed.

### 7.1.2 Non-Functional Requirements

- Data security and privacy
- Scalability and performance
- Any users who access the system must have a Logon ID and password.
- Backup data and resources.
- Each page load in less than three seconds.
- Within 10 minutes, emails will be sent.
- User-friendly interface.
- The system is always online. And administrators may examine and change any information.
- Maintainability
- Under specific situations, emphasizes a system's reliability.

## 7.2 Technology to be Implemented

Basically, A web-based system allows users to access a software system via a computer and an internet connection. The creation of a method that allows two or more computer devices to communicate over a network is known as web technology. Web technology involves a wide range of complex and diverse activities. Web technology has transformed communication and made operations significantly more efficient (Khamooshi, 2019). There are several implementation technologies options for putting the proposed system into action. It is essential to select the correct technology if you want to be successful.

### 7.2.1 Client-Server Application

A client-server structure is a common software design architecture that divides a program into two components- client-side and server-side. The client-side is executed on the end-user. It gives a UI that determines how the program feels look like and how it communicates with end user. The server-side handles client requests and includes the logic to return the relevant data to the client (syedmodassirali, 2019).

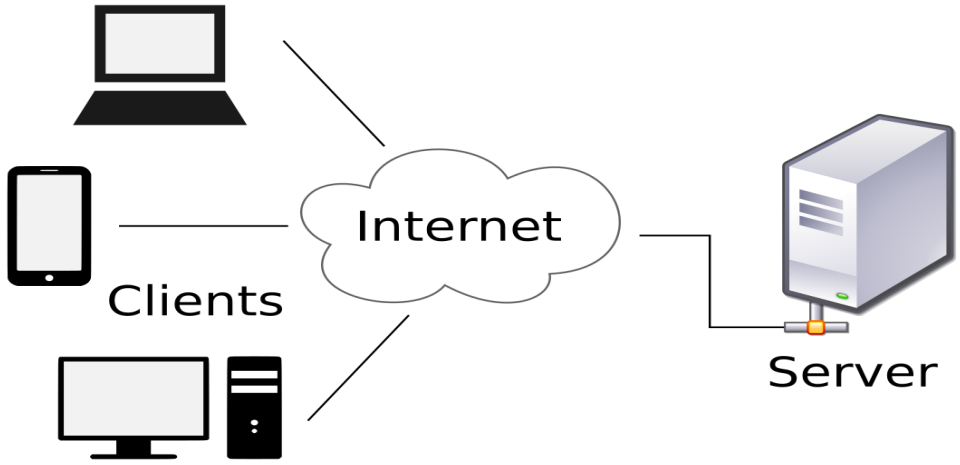



*Figure 4: Client-Server Structure*

The following are the basic features of a client-server application.

- Client-server architecture has control over the network's activity.
- All data is stored in a central location.
- All network devices may be managed from a single point.
- Network security and Backups can also be controlled.
- All users able to access the whole shard files that are stored securely.
- It can be scaled, which means that its size may be increased as needed.
- It can resist a lot of wear and tear.
- Client-server systems have the most powerful management mechanism in place to maintain all records of whole files.
- It allows consumers to cut down on data duplication for their applications (BANGER, 2020).

## 7.3 Web Application

A web browser is the computer application that helps a web browser to do a certain task. It's also referred to as a web app. Many websites work in tandem with web apps. A basic example is a login form on a website. A client-server application is what web software is. It has a client-side as well as a server-side. Clint is the name given to the software that a user employs to run an application. It is a component of the client-server system, which allows numerous computers to connect with one another. (Team, 2021). The server is the program that stores the data. Some of the key features of client-server are listed below:

- Users' ability to access information among all devices
- Adjustment for various devices
- Increased Security.
- Could system provide a series of benefits to your company.
- Simple to install and maintain.
- Flexible in terms of the remaining assigned task
- Center developments are adaptable (Roomi, 2021)

# Chapter 8 - Exploration

## 8.1 Use Case for Full System

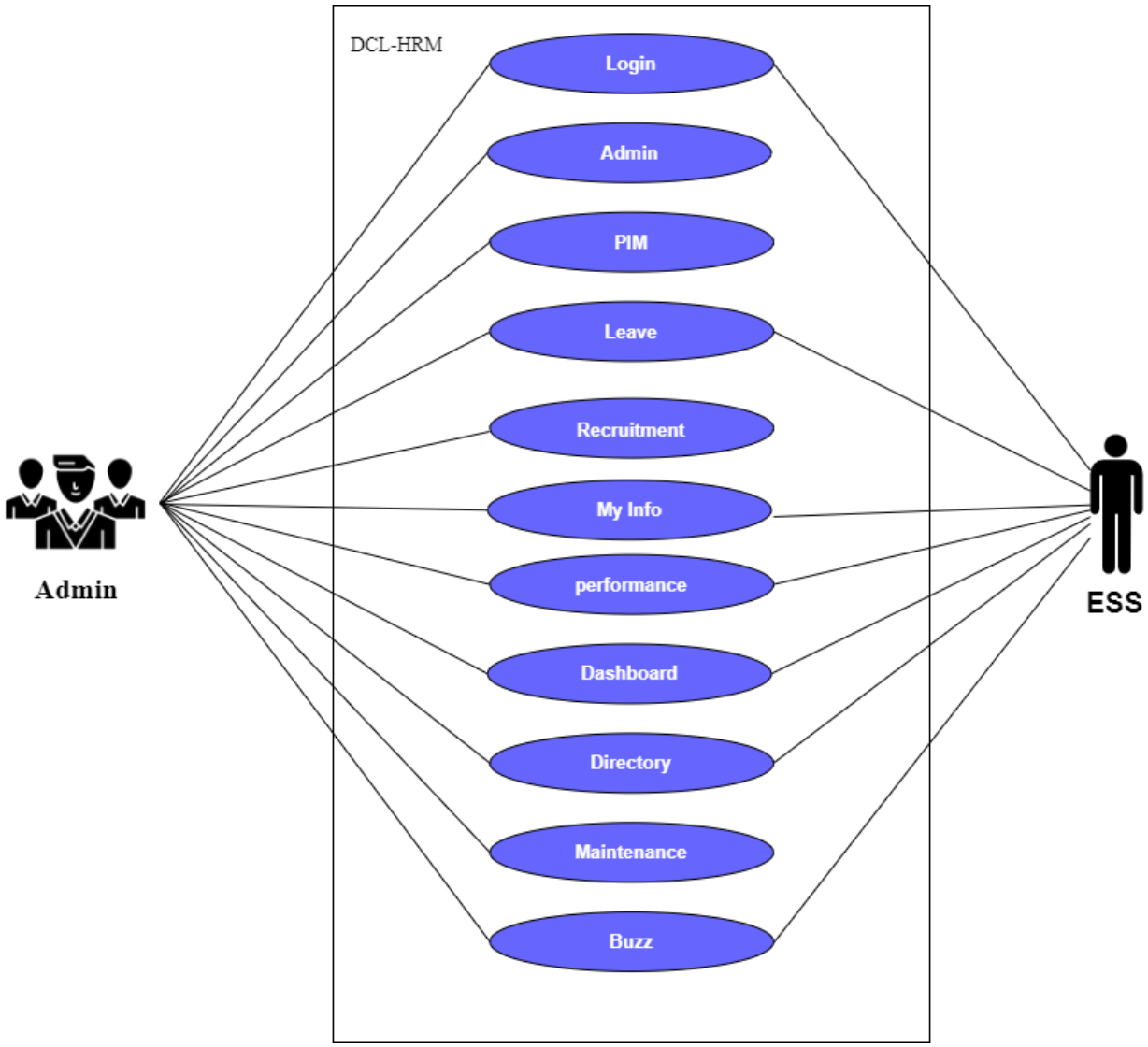



*Figure 5: Use Case Diagram for Full System*

### 8.1.1 Admin Module Use Case


*Figure 6: Use Case Diagram for Admin*

### 8.1.2 PIM Module Use Case

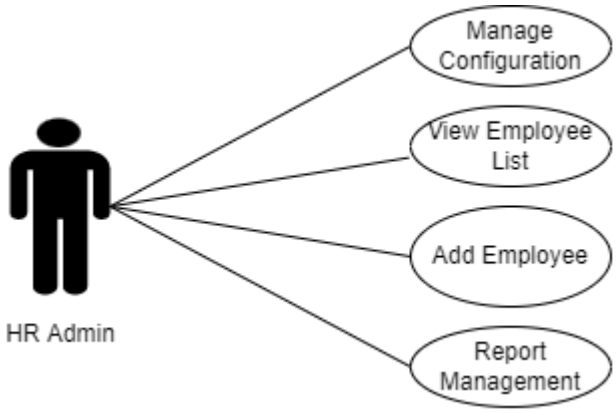



*Figure 7: Use Case Diagram for PIM*

### 8.1.3 Leave Module Use Case Diagram

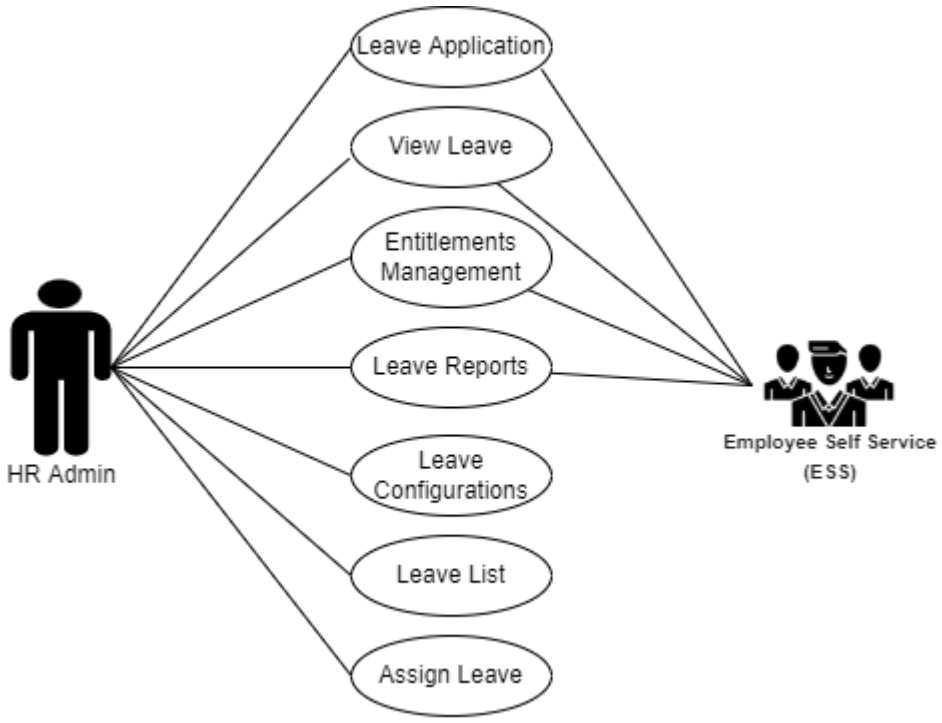



*Figure 8: Use Case Diagram for Leave*

### 8.1.4 Time Module Use Case Diagram

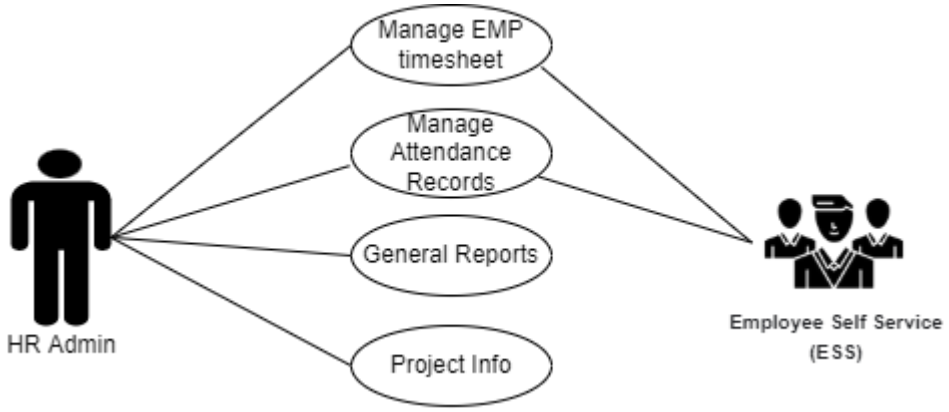



*Figure 9: Use Case Diagram for Time*

### 8.1.5 Requitement Module Use Case Diagram

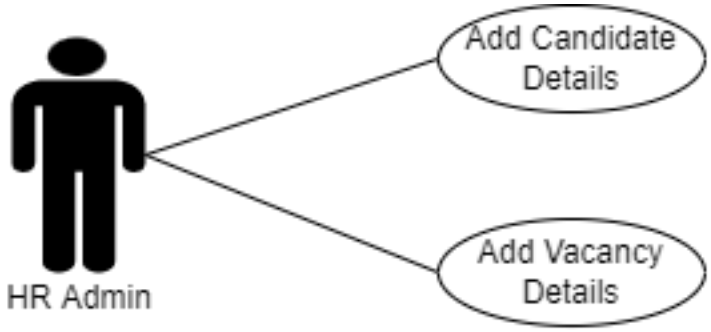



*Figure 10: Use Case Diagram for Requitement*

### 8.1.6 Performance Module Use Case Diagram

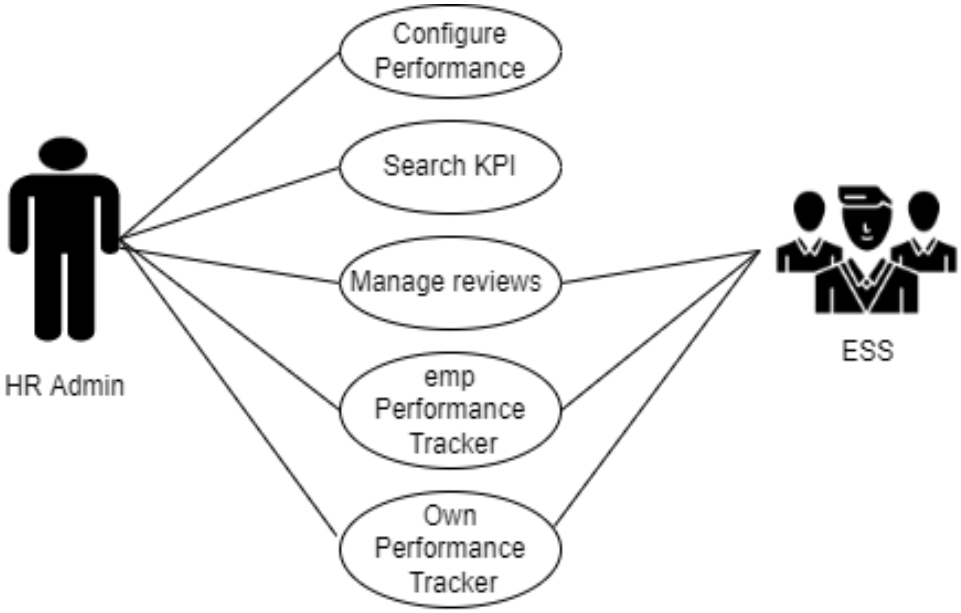



*Figure 11: Use Case Diagram for Performance*

### 8.1.7 Maintenance Module Use Case Diagram

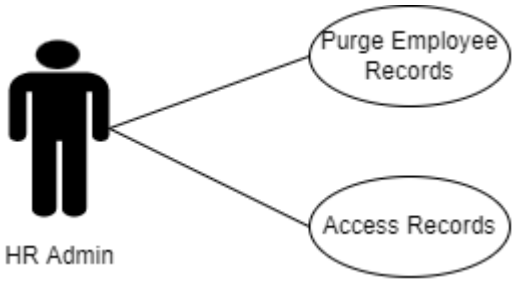



*Figure 12: Use Case Diagram for Maintenance*

## 8.2 Full System Activity Diagram

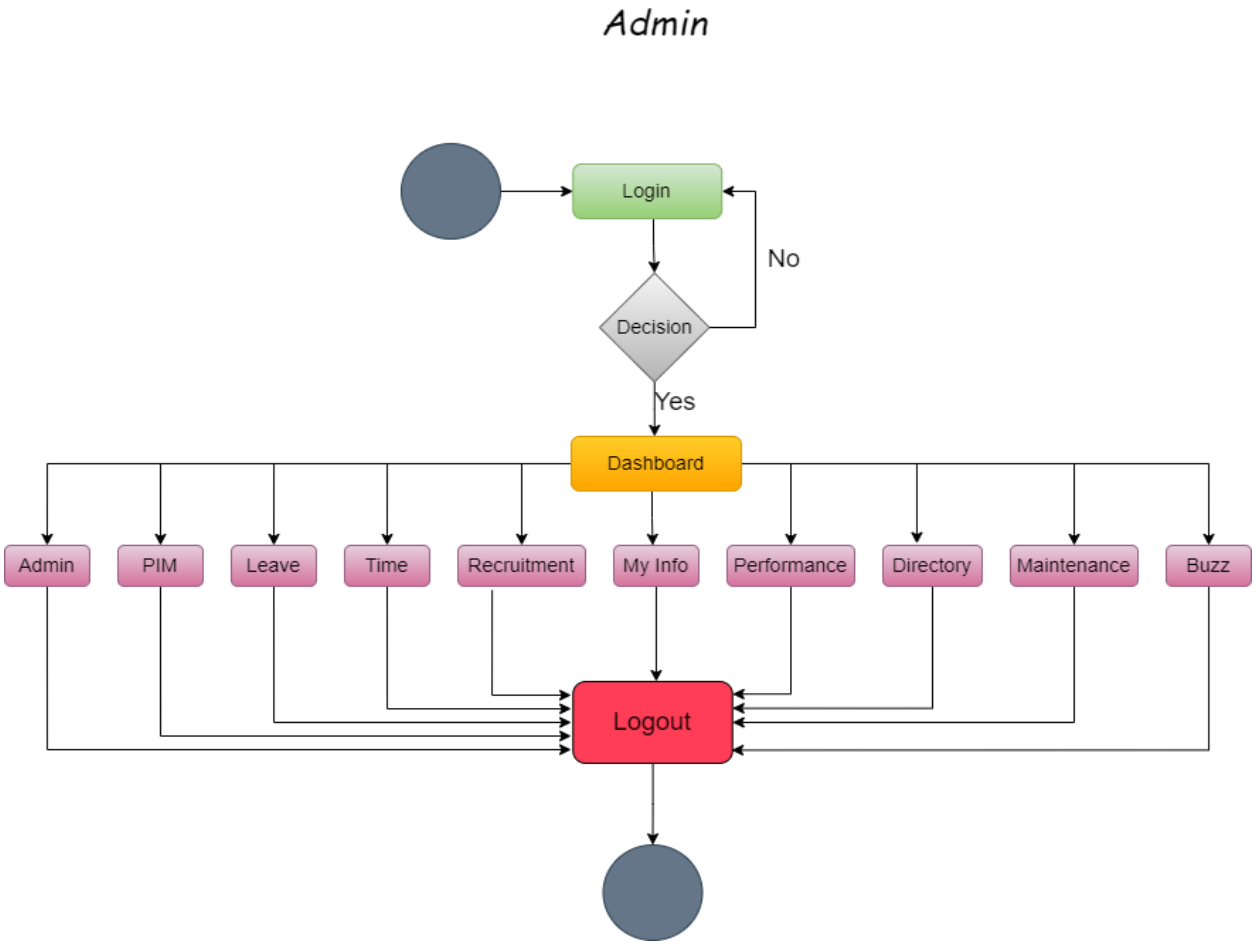



*Figure 13: Activity Diagram for Admin*

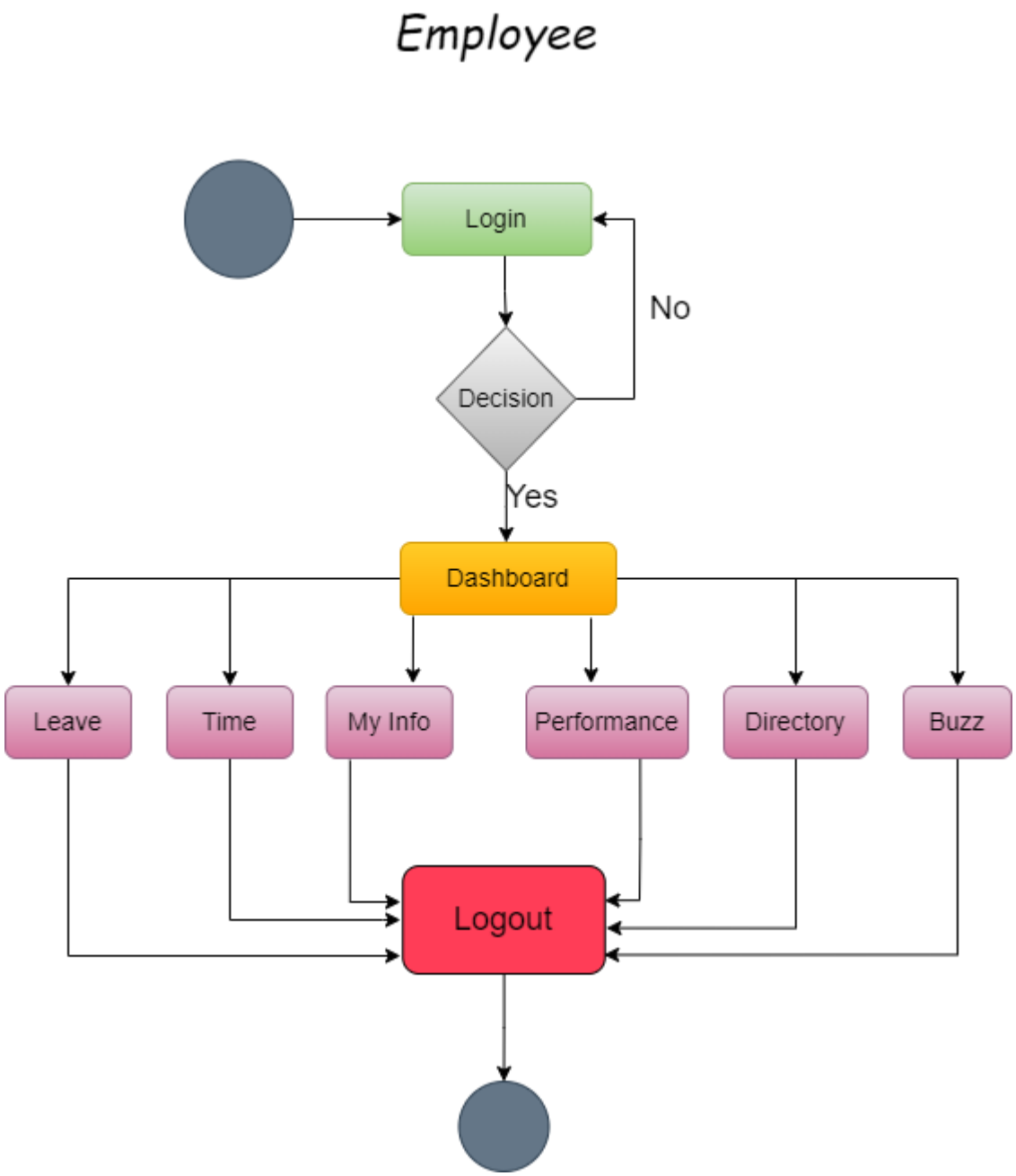



*Figure 14: Activity Diagram for Employee*

## 8.3 Activity Diagram

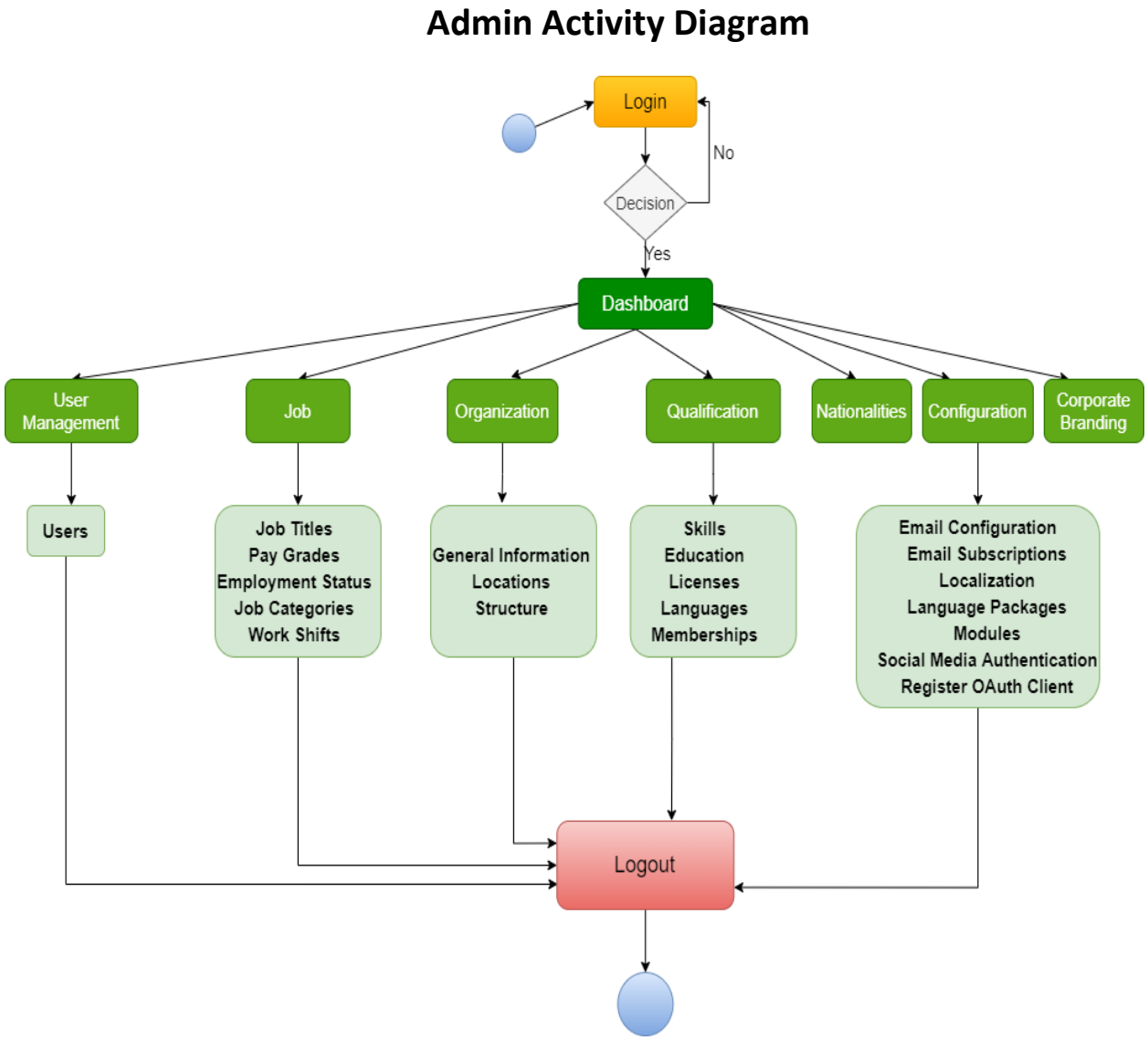



*Figure- Admin Active Diagram*

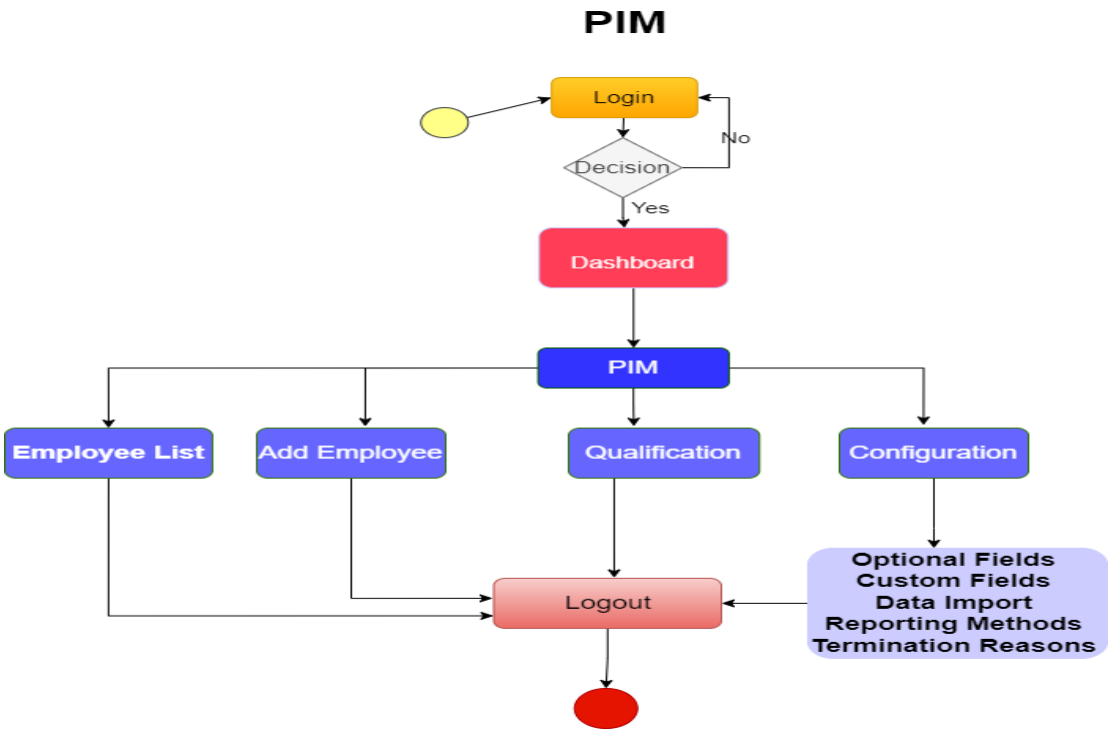



*Figure 15: PIM Active Diagram*

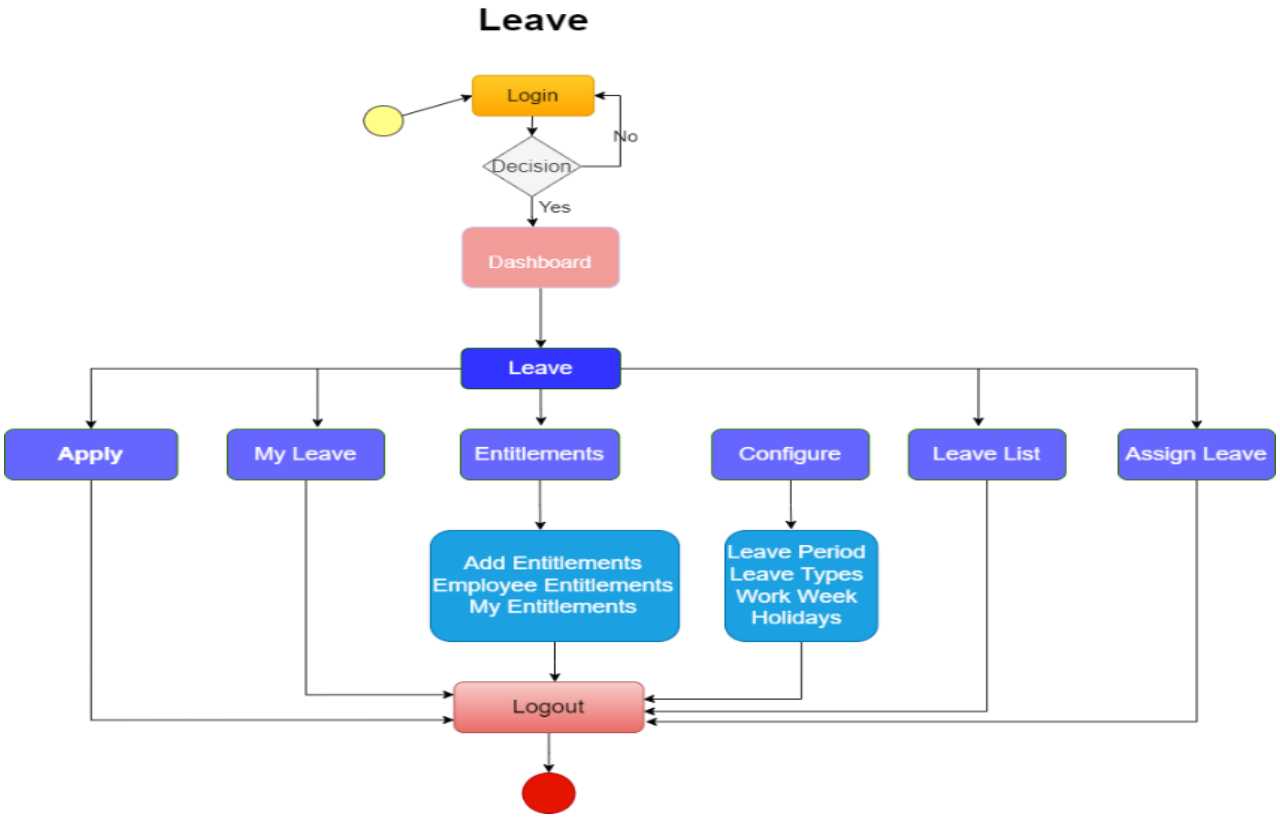



*Figure 16: Leave Active Diagram*

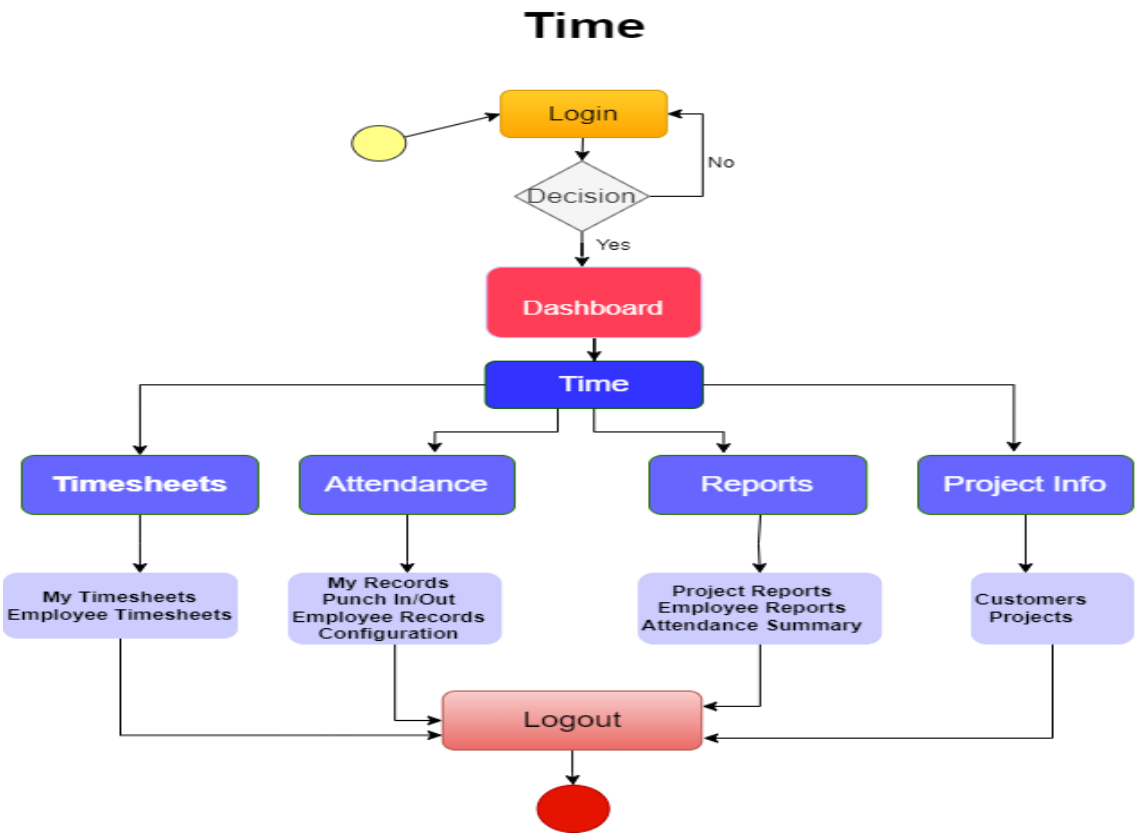



*Figure 18: Time Active Diagram*

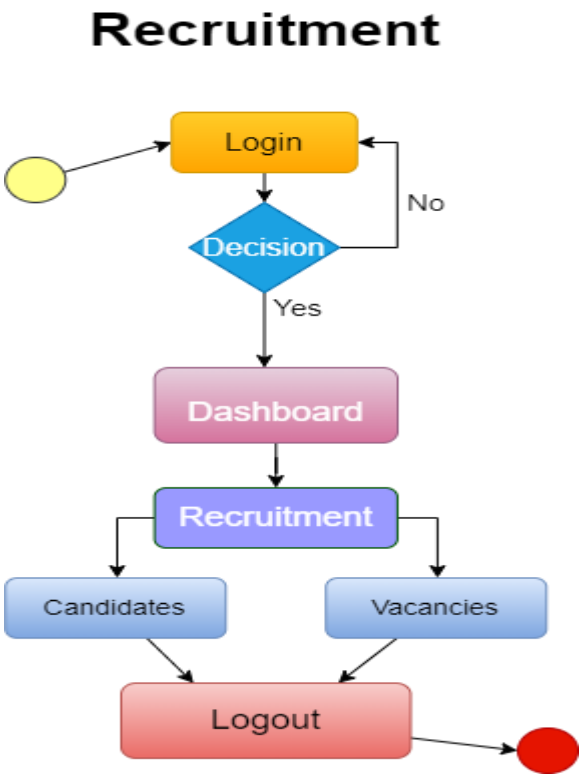



*Figure 17: Recruitment Active Diagram*

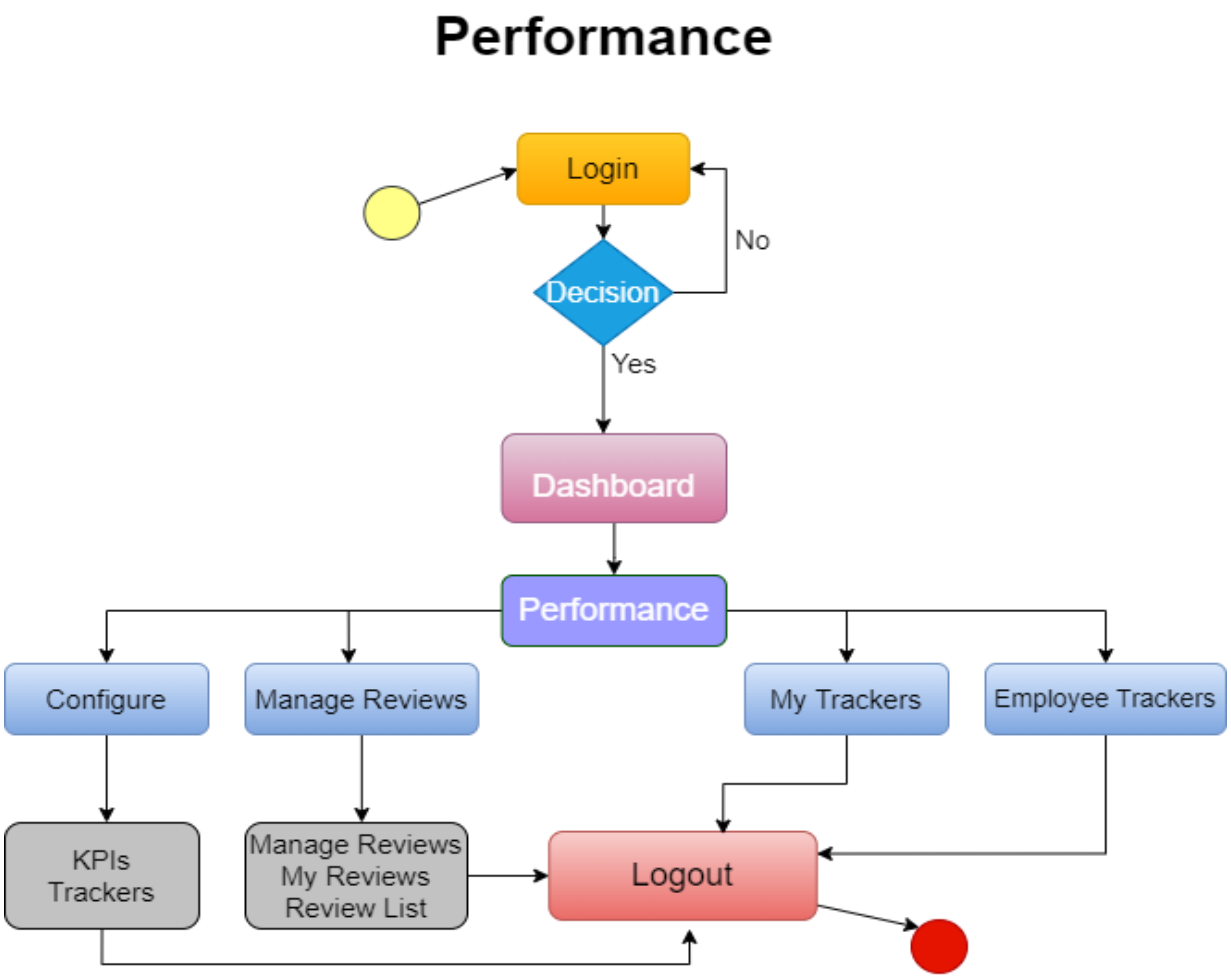



*Figure 19: Performance Active Diagram*

# Chapter 9 - Engineering

## 9.1 Class Diagram of DCL-HRM

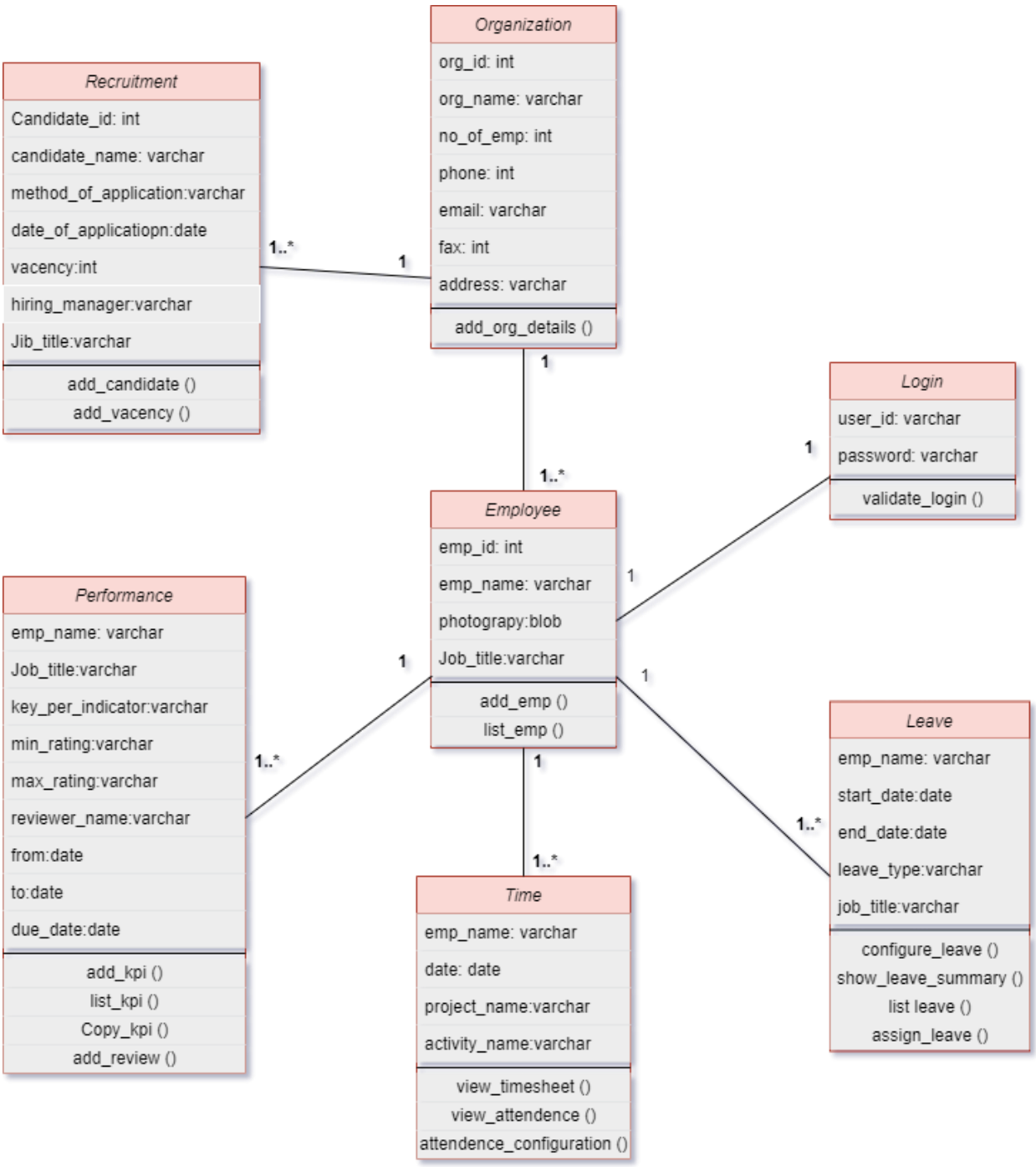



*Figure 20: Class Diagram of DCL-HRM*

## 9.2 Entity Relationship Diagram

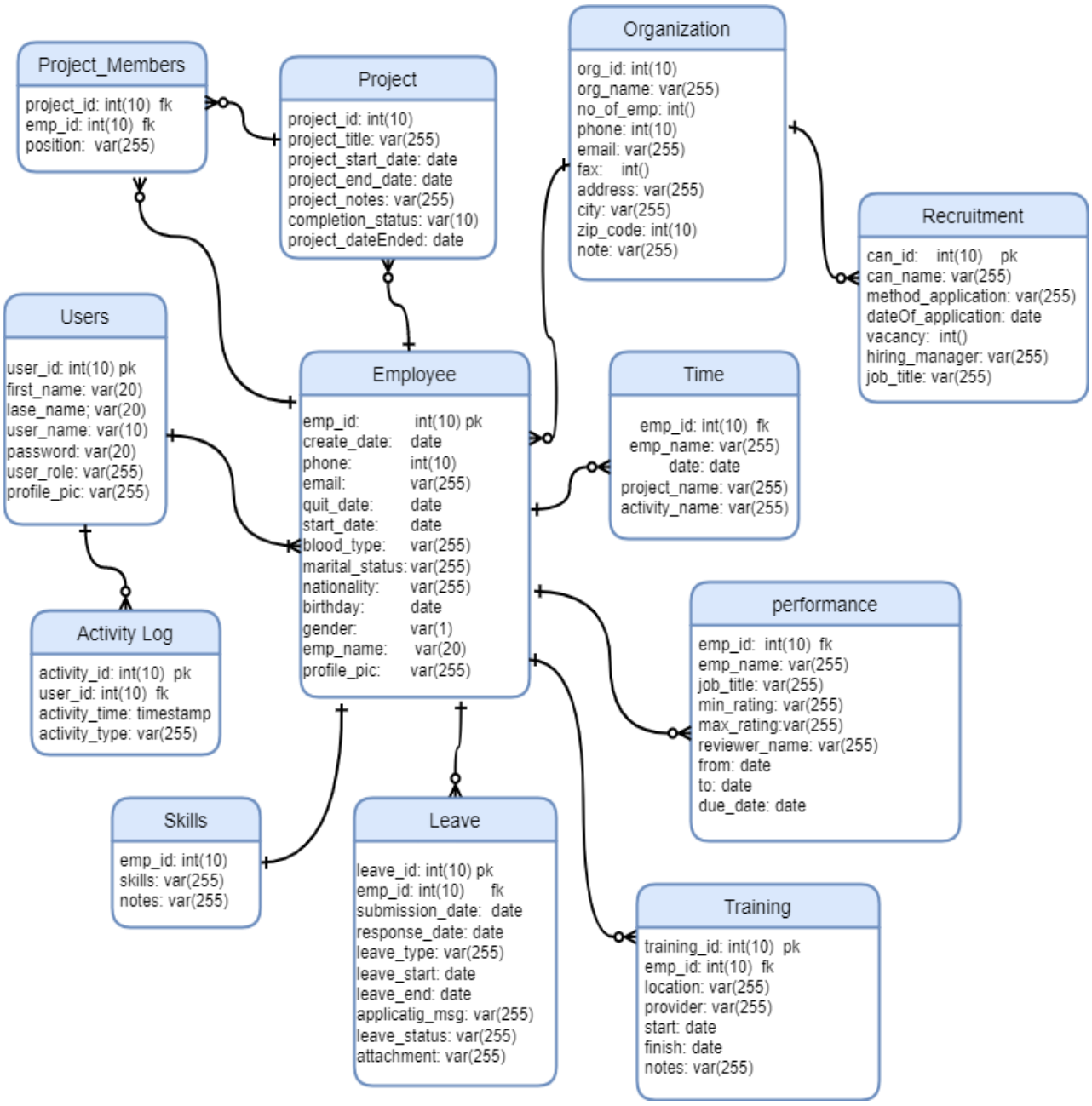



*Figure 21: ER Diagram of DCL-HRM*

## 9.3 Sequence Diagrams

### 9.3.1 Admin Sequence Diagram -

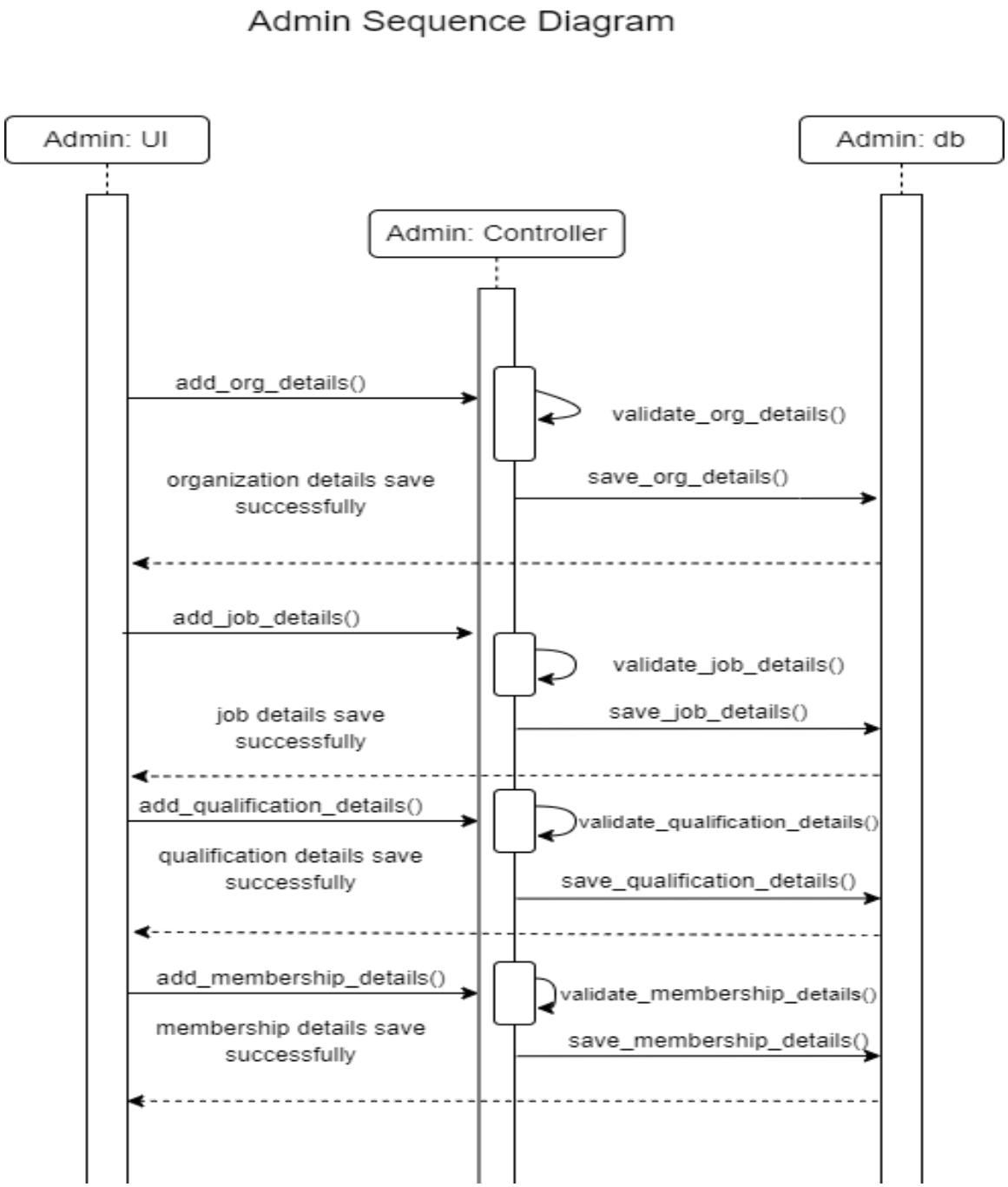



*Figure 22: Admin Module Sequence Diagram*

### 9.3.2 PIM Sequence Diagram-

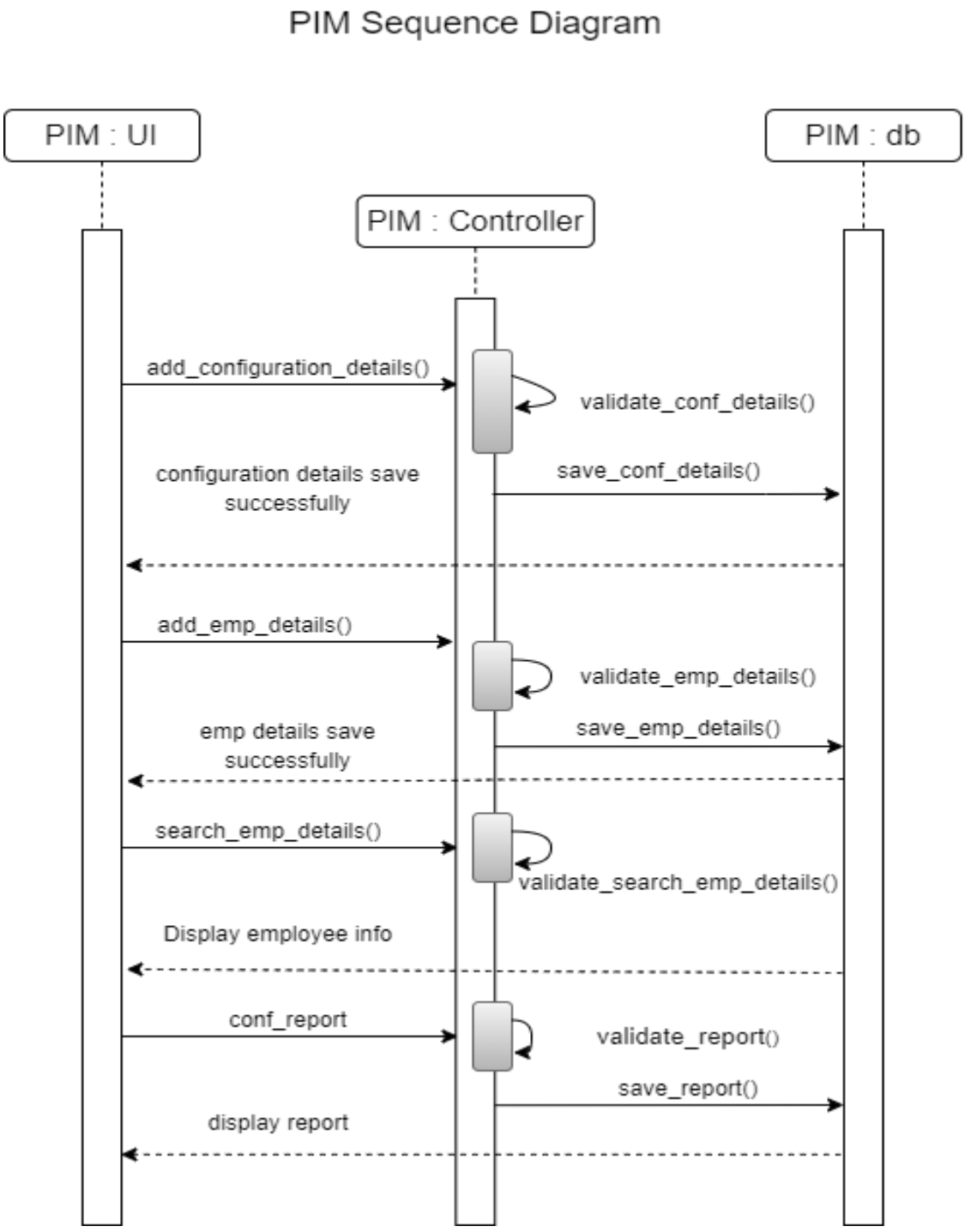



*Figure 23: PIM Module Sequence Diagram*

### 9.3.3 Leave Sequence Diagram-

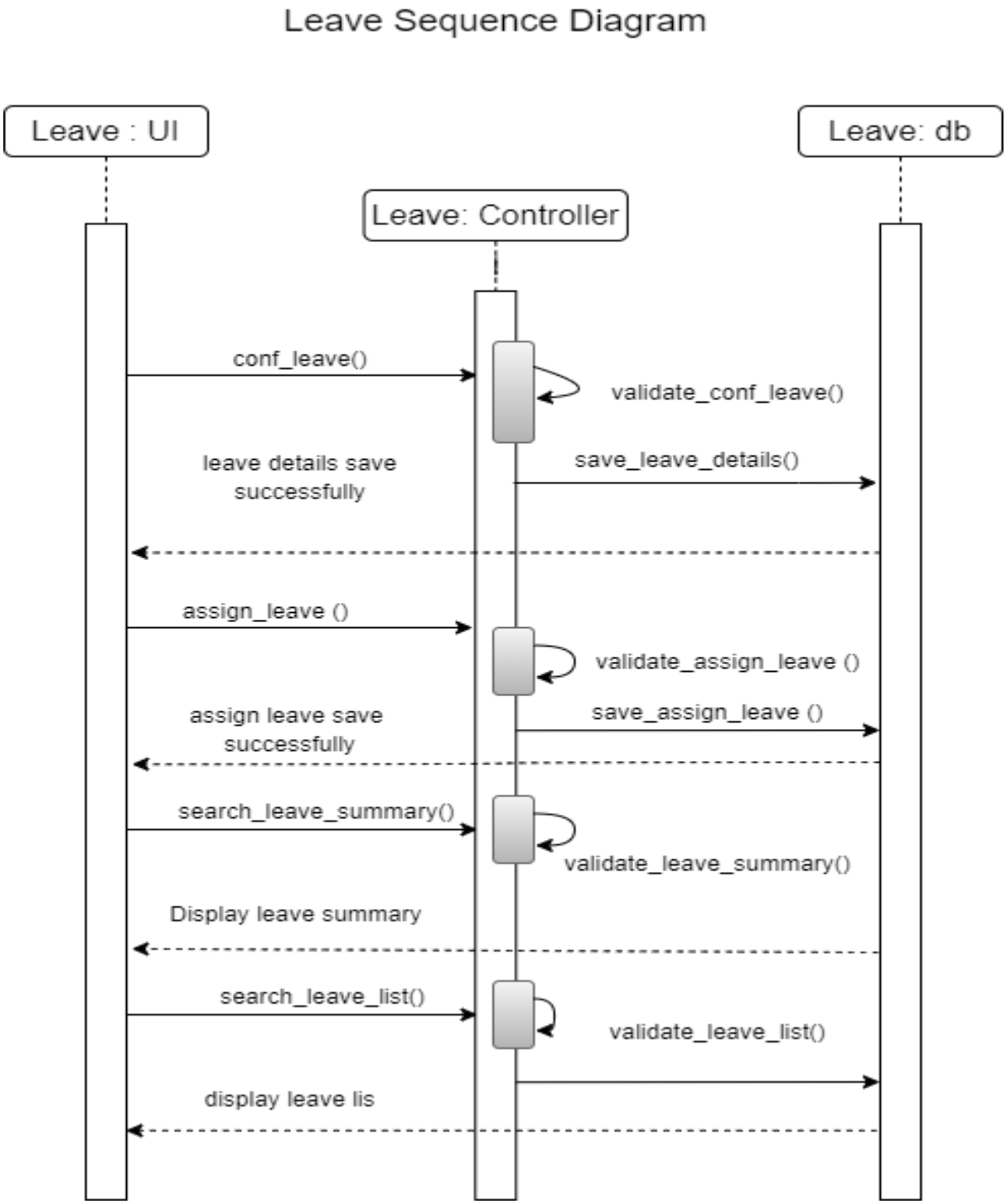



*Figure 24: Leave Module Sequence Diagram*

### 9.3.4 Time Sequence Diagram-

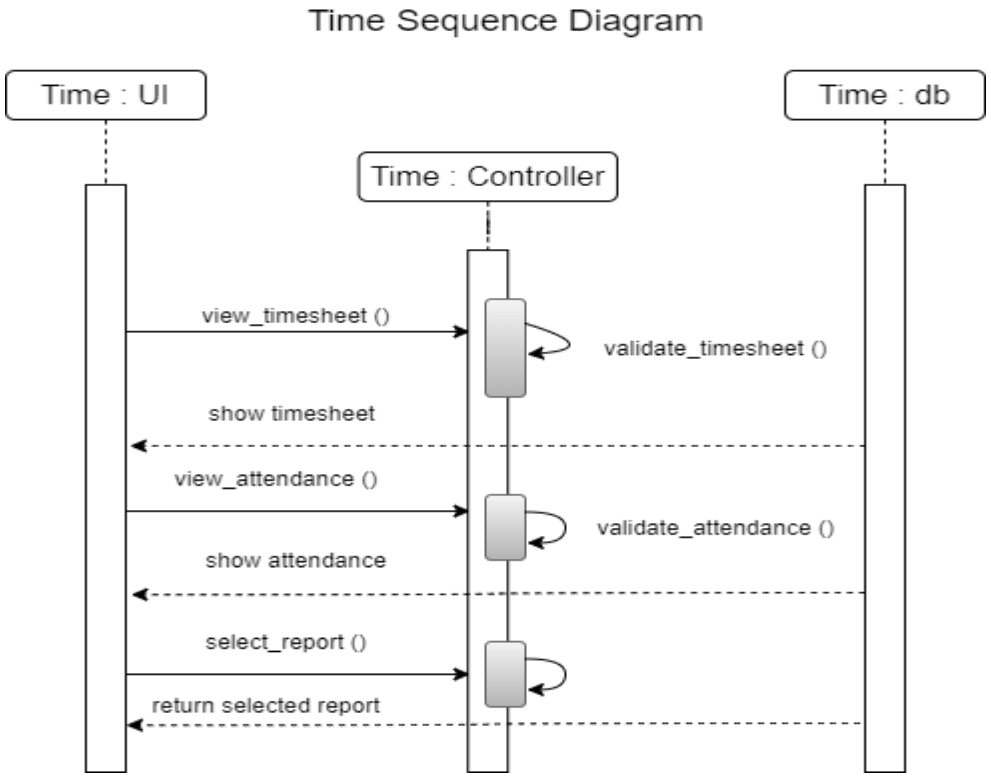



*Figure 25: Time Module Sequence Diagram*

### 9.3.5 Recruitment Sequence Diagram-

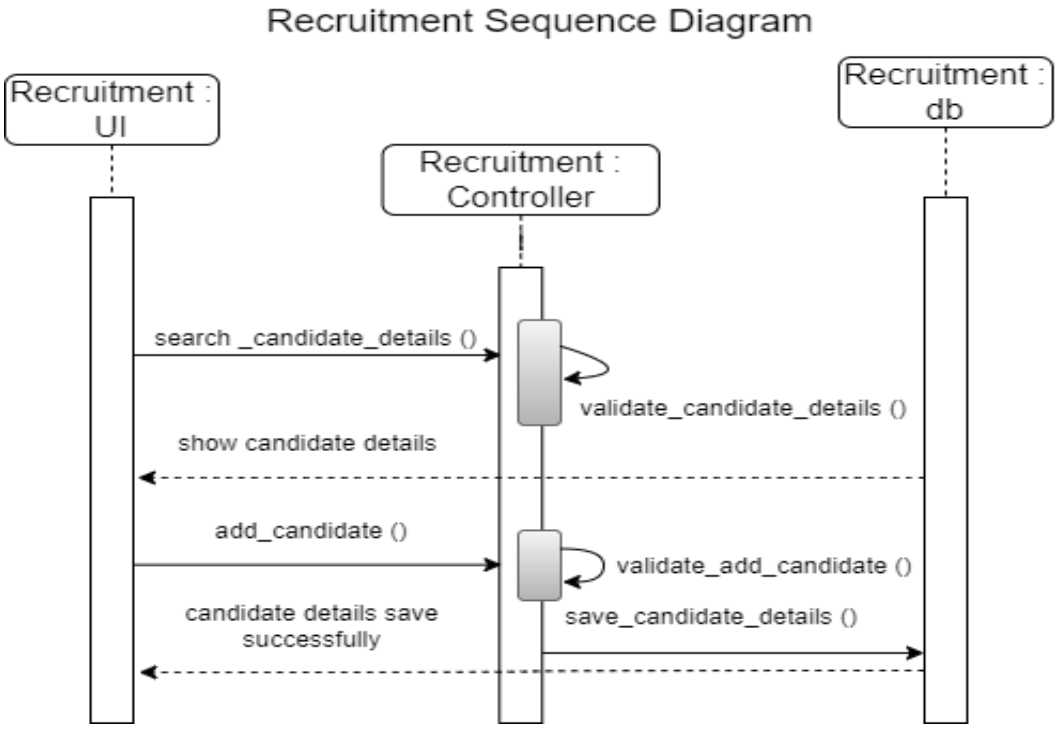



*Figure 26: Recruitment Module Sequence Diagram*

### 9.3.6 Performance Sequence Diagram-

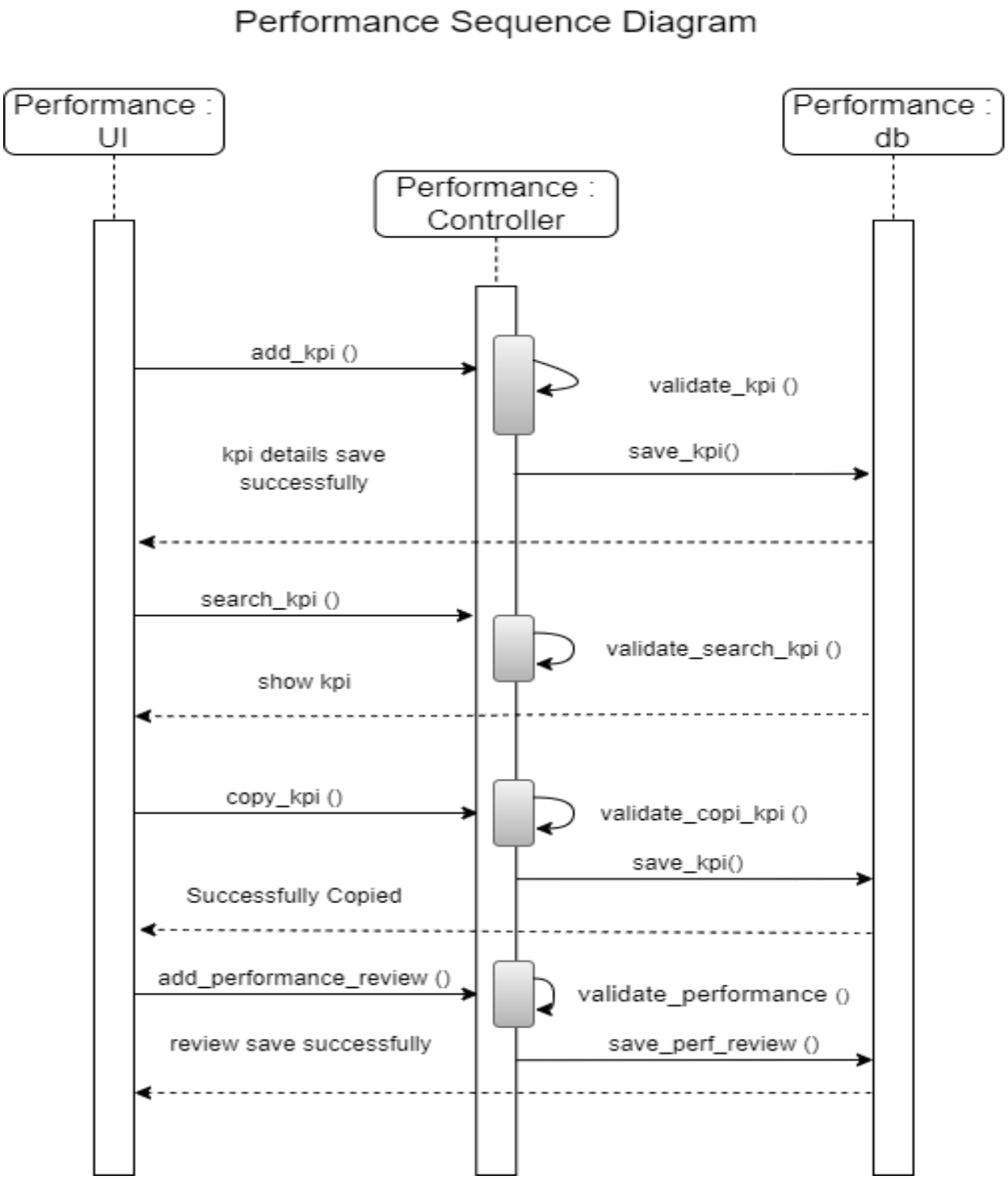



*Figure 27: Performance Module Sequence Diagram*

# Chapter 10 - Development/ Deployment

## 10.1 Core Unit Coding Samples

**Login module code Sample**

```
class LoginForm extends sfForm {

    public function configure() {
        $installation = "";
        if (isset($_SESSION['Installation'])) {
            $installation = $_SESSION['Installation'];
        }
        $this->setWidgets(array(
            'Username' => new sfWidgetFormInputText(array(), array(
                'name' => 'txtUsername',
                'id' => 'txtUsername',
            )),
            'Password' => new sfWidgetFormInputPassword(array(), array(
                'name' => 'txtPassword',
                'id' => 'txtPassword',
                'autocomplete' => 'off',
            )),

            'Installation' => new sfWidgetFormInputHidden(array(), array(
                'name' => 'installation',
                'id' => 'installation',
            ))
        ));

        $this->widgetSchema['Password']->setOption('always_render_empty', false);

        $this->setDefaults(array(
            'Username' => $_SESSION['AdminUserName'],
            'Password' => $_SESSION['AdminPassword'],
            'Installation' => $installation,

        ));
```

*Figure 28: Code sample for login*

## Dashboard Quick Lunch coding Sample

```
<div id="dashboard-quick-launch-panel-menu_holder">
    <table class="quickLaungeContainer">
        <?php
        $links = $links->getRawValue();
        if ($links) :
            $numLinks = count($links);
            $numCols = ceil($numLinks / $numRows);
            $linkNdx = 0;
            for ($rows = 0; ($rows < $numRows) && ($linkNdx < $numLinks); $rows++) :
            ?>
            <tr>
                <?php
                for ($cols = 0; ($cols < $numCols) && ($linkNdx < $numLinks); $cols++) :
                    $link = $links[$linkNdx];
                    $linkNdx++;
                    ?>
                    <td>
                        <div class="quickLaunge">
                            <a href="<?php echo url_for($link['url']); ?>" target="<?php echo $link['target'] ?>" >
                                <img src="<?php echo plugin_web_path($link['plugin'] , 'images/' . $link['image']) ?>"/
                                <span class="quickLinkText"><?php echo __($link['name']) ?></span>
                            </a>
                        </div>
                    </td>
                <?php endfor; ?>
                </tr>
            <?php endfor;

        else :
            ?>
            <tr><td><?php echo __('No Links'); ?></td></tr>

<script type="text/javascript">
    $(document).ready(function () {
        // hover color change effect
        $("#dashboard-quick-launch-panel-slider li").hover(function () {
            $(this).animate({opacity: 0.90}, 100, function () {
                $(this).animate({opacity: 1}, 0);
            });
        });
        // Trigger mouse move event over the 'menu_holder'.
        $("#dashboard-quick-launch-panel-menu_holder").mousemove(function (e) {
            // Enable scroll function only when the height of the 'slider' or menu is greater than the 'menu_holder'.
            if ($(this).height() < $("#dashboard-quick-launch-panel-slider").height()) {
                // Calculate the distance value from the 'menu_holder' y pos and page Y pos.
                var distance = e.pageY - $(this).offset().top;
                // Get the percentage value with respect to the Mouse Y on the 'menu_holder'.
                var percentage = distance / $(this).height();
                // Calculate the new Y position of the 'slider'.
                var targetY = -Math.round(($("#dashboard-quick-launch-panel-slider").height() - $(this).height()) * percentage);
                // With jQuery easing funtion from easing plugin.
                $('#dashboard-quick-launch-panel-slider').animate({top: [targetY + "px", "easeOutCirc"]}, {queue: false,
                duration: 200});
                // Without easeing function. by default jQuery have 'swing'.
                //$('#slider').animate({top: [targetY+"px", "easeOutCirc"]}, { queue:false, duration:200 });
            }
        });
    });

</script>
```

*Figure 29:Dashboard Quick Lunch code sample*

**Add employee Code Sample**

```
<ol>
    <li class="line nameContainer">
        <label for="Full_Name" class="hasTopFieldHelp"><?php echo __('Full Name'); ?></label>
        <ol class="fieldsInLine">
            <li>
                <div class="fieldDescription"><em>*</em> <?php echo __('First Name'); ?></div>
                <?php echo $form['txtEmpFirstName']->render(array("class" => "block default editable",
                "maxlength" => 30, "title" => __('First Name'))); ?>
            </li>
            <li>
                <div class="fieldDescription"><?php echo __('Middle Name'); ?></div>
                <?php echo $form['txtEmpMiddleName']->render(array("class" => "block default editable",
                "maxlength" => 30, "title" => __('Middle Name'))); ?>
            </li>
            <li>
                <div class="fieldDescription"><em>*</em> <?php echo __('Last Name'); ?></div>
                <?php echo $form['txtEmpLastName']->render(array("class" => "block default editable",
                "maxlength" => 30, "title" => __('Last Name'))); ?>
            </li>
        </ol>
    </li>
</ol>
<fieldset>

    <ol>
        <li>
            <?php echo $form['photofile']->renderLabel(__('Select a Photograph')); ?>
            <?php echo $form['photofile']->render(); ?>
            <label class="fieldHelpBottom"><?php echo __(CommonMessages::FILE_LABEL_IMAGE); ?>.
            <?php echo __('Recommended dimensions: 200px X 200px'); ?>
            </label>
        </li>
    </ol>
    <p>
        <?php if ($photographPermissions->canUpdate()) : ?>
            <input type="button" id="btnSave" value="<?php echo __("Upload"); ?>" />
        <?php endif; ?>
        <?php if ($photographPermissions->canDelete() && ($showDeleteButton == 1)) : ?>
            <input type="button" class="delete" id="btnDelete" value="<?php echo __("Delete"); ?>"
            data-toggle="modal" data-target="#deleteConfModal" />
        <?php endif; ?>
    </p>

</fieldset>
```

*Figure 30: Add employee Code Sample*

## Add user Code Sample

```
<div class="head">
    <h1 id="UserHeading"><?php echo __("Add User"); ?></h1>
</div>

<div class="inner">

    <?php include_partial('global/flash_messages'); ?>

    <?php if ($employeeCount > 0) : ?>
        <form name="frmSystemUser" id="frmSystemUser" method="post" action="" >

            <fieldset>

                <ol>
                    <?php echo $form->render(); ?>

                    <li class="required">
                        <em>*</em> <?php echo __(CommonMessages::REQUIRED_FIELD); ?>
                    </li>
                </ol>

                <p>
                    <input type="button" class="addbutton" name="btnSave" id="btnSave" value="<?php echo __("Save"); ?>"/>
                    <input type="button" class="reset" name="btnCancel" id="btnCancel"value="<?php echo __("Cancel"); ?>"/>
                </p>

            </fieldset>

        </form>
    <?php endif ?>

</div>
```

*Figure 31: Code Sample for Add user*

## Assign Leave Code Sample

```
<div class="box" id="assign-leave">
    <div class="head">
        <h1><?php echo __('Assign Leave') ?></h1>
    </div>
    <div class="inner">
        <?php include_partial('global/flash_messages'); ?>
        <?php if ($form->hasErrors()): ?>
                <?php include_partial('global/form_errors', array('form' => $form)); ?>
        <?php endif; ?>
<?php if (count($leaveTypes) > 0) : ?>
        <form id="frmLeaveApply" name="frmLeaveApply" method="post" action="">
            <fieldset>
                <ol>
                    <?php echo $form->render(); ?>
                    <li class="required new">
                        <em>*</em> <?php echo __(CommonMessages::REQUIRED_FIELD); ?>
                    </li>
                </ol>
                <p>
                    <input type="button" id="assignBtn" value="<?php echo __("Assign") ?>"/>
                </p>
            </fieldset>
        </form>
<?php endif ?>
    </div> <!-- inner -->

</div> <!-- assign leave -->
```

*Figure 32: Code Sample for assign leave*

## Attendance Summary Code Sample

```
<?php use_stylesheets_for_form($form) ?>
<?php use_javascripts_for_form($form) ?>
<?php if($attendancePermissions->canRead()){?>
<div class="box" id="attendance-summary">
      <div class="head"><h1><?php echo __('Attendance Total Summary Report'); ?></h1></div>
       <div class="inner">
           <?php include_partial('global/flash_messages'); ?>

       <form action="<?php echo url_for("time/displayAttendanceSummaryReport?reportId=" . $reportId); ?>"
       id="attendanceTotalSummaryReportForm" method="post">

           <fieldset>
               <ol>

                   <li>
                       <label><?php echo __('Employee Name') .' <em>*</em>' ?></label>
                       <?php echo $form['empName']->render(); ?>

                   </li>

                   <li>
                       <label><?php echo __('Job Title') ?></label>
                       <?php echo $form['jobTitle']->renderError() ?><?php echo $form['jobTitle']->render(); ?>
                   </li>

                   <li>
                       <label><?php echo __('Sub Unit') ?></label>
                       <?php echo $form['subUnit']->renderError() ?><?php echo $form['subUnit']->render(); ?>
                   </li>

                   <li>
                       <label><?php echo __('Employment Status') ?></label>
                       <?php echo $form['employeeStatus']->renderError() ?><?php echo $form['employeeStatus']->render(); ?>
                   </li>
                   <li>
                       <label><?php echo __('From') ?></label>
                      <?php echo $form['fromDate']->render(); ?>
                   </li>
                   <li>
                       <label><?php echo __('To') ?></label>
                       <?php echo $form['toDate']->render(); ?>
                   </li>

                   <li class="required">
                       <em>*</em> <?php echo __(CommonMessages::REQUIRED_FIELD); ?>
                   </li>

               </ol>

               <p>
                   <input type="submit" id="viewbutton" value="<?php echo __('View') ?>" />

               </p>


           <?php echo $form->renderHiddenFields(); ?>

           </fieldset>
       </form>
   </div>
:/div>
```

*Figure 33: Code Sample for attendance summary*

## Performance Tracking  Code Sample

```
class viewEmployeePerformanceTrackerListAction extends viewPerformanceTrackerListAction {

    public function execute($request) {
        $page = $request->getParameter('hdnAction') == 'search' ? 1 : $request->getParameter('pageNo', 1);
        $this->setPageNumber($page);
        $listTitle = __('Performance Trackers');
        $this->setTitle($listTitle);
        $this->setPerformanceTrackList();
        $this->setTrackerListCount();
        $initalAction = 'viewEmployeePerformanceTrackerList';
        $this->setInital @param \type $request
        parent::execute($request);
        $this->setTemplate('viewPerformanceTrackerList');
    }

    public function setPerformanceTrackList() {
        $auth = Auth::instance();
        $loggedInEmpNumber = $auth->getEmployeeNumber();
        $isAdmin = $auth->hasRole(Auth::ADMIN_ROLE);

        $searchParameter = array('page' => $this->getPageNumber(), 'limit' => sfConfig::get('app_items_per_page'), 'reviewerId'
        => $loggedInEmpNumber);

        if ($isAdmin) {
            $this->performanceTrackList = $this->getPerformanceTrackerService()->getPerformanceTrackList($searchParameter);
        } else {
            $this->performanceTrackList = $this->getPerformanceTrackerService()->getPerformanceTrackListByReviewer
            ($searchParameter);
        }
    }
```

## Add Job Vacancy Code Sample

```
<form name="frmCandidateVacancyStatus" id="frmCandidateVacancyStatus" method="post">
    <?php echo $form['_csrf_token']; ?>
    <fieldset>
        <ol>
            <li>
                <label class="firstLabel"><?php echo __('Candidate Name'); ?></label>
                <label class="secondLabel"><?php echo htmlspecialchars($form->candidateName); ?></label>
            </li>
            <li>
                <label class="firstLabel"><?php echo __('Vacancy'); ?></label>
                <label class="secondLabel"><?php echo htmlspecialchars($form->vacancyName); ?></label>
            </li>
            <li>
                <label class="firstLabel"><?php echo __('Hiring Manager'); ?></label>
                <label class="secondLabel"><?php echo htmlspecialchars($form->hiringManagerName); ?></label>
            </li>
            <li>
                <label class="firstLabel"><?php echo __('Current Status'); ?></label>
                <label class="secondLabel"><?php echo __($form->currentStatus); ?></label>
            </li>
            <?php if ($form->id > 0): ?>
                <li>
                    <label class="firstLabel"><?php echo __('Performed Action'); ?></label>
                    <label class="secondLabel"><?php echo __($form->performedActionName); ?></label>
                </li>
                <li>
                    <label class="firstLabel"><?php echo __('Performed By'); ?></label>
                    <label class="secondLabel"><?php echo htmlspecialchars($form->performedBy); ?></label>
                </li>
                <li>
                    <label class="firstLabel"><?php echo __('Performed Date'); ?></label>
                    <label class="secondLabel"><?php echo $form->performedDate; ?></label>
                    </li>
                <?php endif; ?>

                <li>
                    <?php echo $form['notes']->renderLabel(__('Notes')); ?>
                    <?php echo $form['notes']->render(array("class" => "formInputText", 'max_length' => 2147483647,
                    "cols" => 40, "rows" => 9)); ?>
                </li>
            </ol>
            <p>
                <?php if($candidatePermissions->canUpdate()){?>
                    <?php if (!($form->id > 0)): ?>
                        <input type="button" class="savebutton" name="actionBtn" id="actionBtn" value="<?php echo __
                        ($form->actionName); ?>"/>
                    <?php elseif ($enableEdit): ?>
                        <input type="button" class="savebutton" name="btnSave" id="btnSave" value="<?php echo __
                        ('Edit'); ?>"/>
                    <?php endif; ?>
                <?php }?>
                <input type="button" class="cancelbutton" name="cancelBtn" id="cancelBtn" value="<?php echo __
                ("Back"); ?>"/>
            </p>
        </fieldset>
    </form>
```

*Figure 34: Code Sample for Add Job Vacancy*

**Key Performance indicators**

```
protected function getFormLabels() {

    $requiredMarker = ' <span class="required">*</span>';
    $labels = array(
        'jobTitleCode' => __('Job Title') . $requiredMarker,
        'keyPerformanceIndicators' => __('Key Performance Indicator') . $requiredMarker,
        'minRating' => __('Minimum Rating'). $requiredMarker,
        'maxRating' => __('Maximum Rating'). $requiredMarker,
        'makeDefault' => __('Make Default Scale')
    );
    return $labels;
}
```

```
<div class="head">
    <h1 id="PerformanceHeading"><?php echo __("Key Performance Indicator"); ?></h1>
</div>

<div class="inner">
    <?php include_partial('global/flash_messages'); ?>

    <form name="searchKpi" id="searchKpi" method="post" action="" >

        <fieldset>

            <ol>
                <?php echo $form->render(); ?>

                <li class="required">
                    <em>*</em> <?php echo __(CommonMessages::REQUIRED_FIELD); ?>
                </li>
            </ol>

            <p>
                <input type="button" class="addbutton" name="saveBtn" id="saveBtn" value="<?php echo __("Save"); ?
                >"/>
                <input id="btnCancel" class="reset" type="button" value="<?php echo __("Cancel"); ?>"
                name="btnCancel">
            </p>

        </fieldset>

    </form>
</div>
```

*Figure 35: code sample for Key Performance indicators*

## Set Company General Information Code sample

```
<div class="head">
    <h1 id="genInfoHeading"><?php echo __('General Information'); ?></h1>
</div>

<div class="inner">

    <?php include_partial('global/flash_messages', array('prefix' => 'generalinformation')); ?>

    <form name="frmGenInfo" id="frmGenInfo" method="post" action="<?php echo url_for('admin/
    viewOrganizationGeneralInformation'); ?>" class="clickToEditForm">

        <?php echo $form['_csrf_token']; ?>

        <fieldset>

            <ol>

                <li>
                    <?php echo $form['name']->renderLabel(__('Organization Name') . ' <em>*</em>'); ?>
                    <?php echo $form['name']->render(array("maxlength" => 100)); ?>
                </li>

                <li>
                    <?php echo $form['taxId']->renderLabel(__('Tax ID')); ?>
                    <?php echo $form['taxId']->render(array("maxlength" => 30)); ?>
                </li>

                <li>
                    <label><?php echo __("Number of Employees") ?></label>
                    <span id="numOfEmployees"><?php echo $employeeCount; ?></span>
                </li>
                <li>
                    <?php echo $form['registraionNumber']->renderLabel(__('Registration Number')); ?>
                    <?php echo $form['registraionNumber']->render(array("maxlength" => 30)); ?>
                </li>

            </ol>

            <ol>

                <li>
                    <?php echo $form['phone']->renderLabel(__('Phone')); ?>
                    <?php echo $form['phone']->render(array("maxlength" => 30)); ?>
                </li>

                <li>
                    <?php echo $form['fax']->renderLabel(__('Fax')); ?>
                    <?php echo $form['fax']->render(array("maxlength" => 30)); ?>
                </li>

                <li>
                    <?php echo $form['email']->renderLabel(__('Email')); ?>
                    <?php echo $form['email']->render(array("maxlength" => 30)); ?>
                </li>

            </ol>

            <ol>

                <li>
                    <?php echo $form['street1']->renderLabel(__('Address Street 1')); ?>
                    <?php echo $form['street1']->render(array("maxlength" => 100)); ?>
                </li>
```

```
            <?php echo $form['province']->renderLabel(__('State/Province')); ?>
            <?php echo $form['province']->render(array("maxlength" => 30)); ?>
        </li>

        <li>
            <?php echo $form['zipCode']->renderLabel(__('Zip/Postal Code')); ?>
            <?php echo $form['zipCode']->render(array("maxlength" => 30)); ?>
        </li>

        <li>
            <?php echo $form['country']->renderLabel(__('Country')); ?>
            <?php echo $form['country']->render(array("class" => "drpDown", "maxlength" => 30)); ?>
        </li>

        <li class="largeTextBox">
            <?php echo $form['note']->renderLabel(__('Note')); ?>
            <?php echo $form['note']->render(array("class" => "txtArea", "maxlength" => 255)); ?>
        </li>

        <li class="required line">
            <em>*</em> <?php echo __(CommonMessages::REQUIRED_FIELD); ?>
        </li>

    </ol>

    <p>
        <input type="button" class="addbutton editButton" name="btnSaveGenInfo" id="btnSaveGenInfo"
        value="<?php echo __("Edit"); ?>"/>
    </p>
```

```
class OrganizationService extends BaseService {

    private $organizationDao;
    public function __construct() {
        $this->organizationDao = new OrganizationDao();
    }

    public function getOrganizationDao() {
        return $this->organizationDao;
    }
    public function setOrganizationDao(OrganizationDao $organizationDao) {
        $this->organizationDao = $organizationDao;
    }
    /**
     * Get organization general information
     *
     * @version
     * @return Organization $organization
     */
    public function getOrganizationGeneralInformation(){
        return $this->getOrganizationDao()->getOrganizationGeneralInformation();
    }
}
```

*Figure 36: Code sample Set Company General Information*

## 10.2 Possible problem breaks down

Several problems came while developing this application. To make the development of the DCL-HRM system easier and more efficient, the entire project must be divided into small parts. In the below there are some possible problem breakdowns for DCL-HRM project.

- Design Database and analysis
- Develop Admin panel
- Develop staff panel
- leave module Development
- Dashboard management

**Design Database and analysis**

- Analysis business Requirements
- Define and analyses the features of business items.
- Complete the normalizing procedure.
- Create entity relationship diagram.
- System database schema design.

**Admin panel Development**

- Create admin page
- Develop admin functionality
- Integrate sub functionality of Admin
- User management function development.

**Staff panel Development**

- Front-end design
- Employee assign method development
- Develop employee Configuration System

**Leave module Development**

- Analysis organization leave system.
- Leave functionality analysis and design front-end.
- Develop leave application function.

- Assign leave method and approval method development

**Dashboard management**

- Design dashboard page according to organization requirements.
- Show quick lunch menu bar.
- Direct employee leave approval method.
- Render database data to show visual analysis

# Chapter 11 - Testing

## 11.1 Test Case

The testing phase is defined as a piece of concepts that a tester uses to determine whether or not an application software satisfies the demands of the customer. Preconditions, input conditions, case name and expected result test case's design incorporates all of these elements. A test case measure functionality across a set of phases or situations in order to validate the predicted outcome (Hamilton, 2022). In the following are three test case for DCL-HRM software.

**Unit Test**

| Name of Test case | Unit Test | | |
|---|---|---|---|
| Test Class | | | |
| Test Explanation | | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| | | | |

**Module Test**

| Name of Test case | Module Test | | |
|---|---|---|---|
| Test Class | | | |
| Test Explanation | | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| | | | |

**Integration Test**

| Name of Test case | Integration Test |
|---|---|
| Test Class | |
| Test Description | |

| Data Source | Test Steps | Expected Result | Actual Result |
|---|---|---|---|
| | | | |

## 11.2 Unit Test

**Unit Test 1**

| Test case Name | Unit Test | | |
|---|---|---|---|
| Test Class | Employee Registration Controller | | |
| Test Description | Employee Password validation for add employee | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| Employee Entry | 1. Fill all fields but password and confirm password are not same<br>2. Click Save | An error message will show in the below of password field. | Show “Passwords do not match” error message. |

*Table 10: Unit Test - Test Case 1*

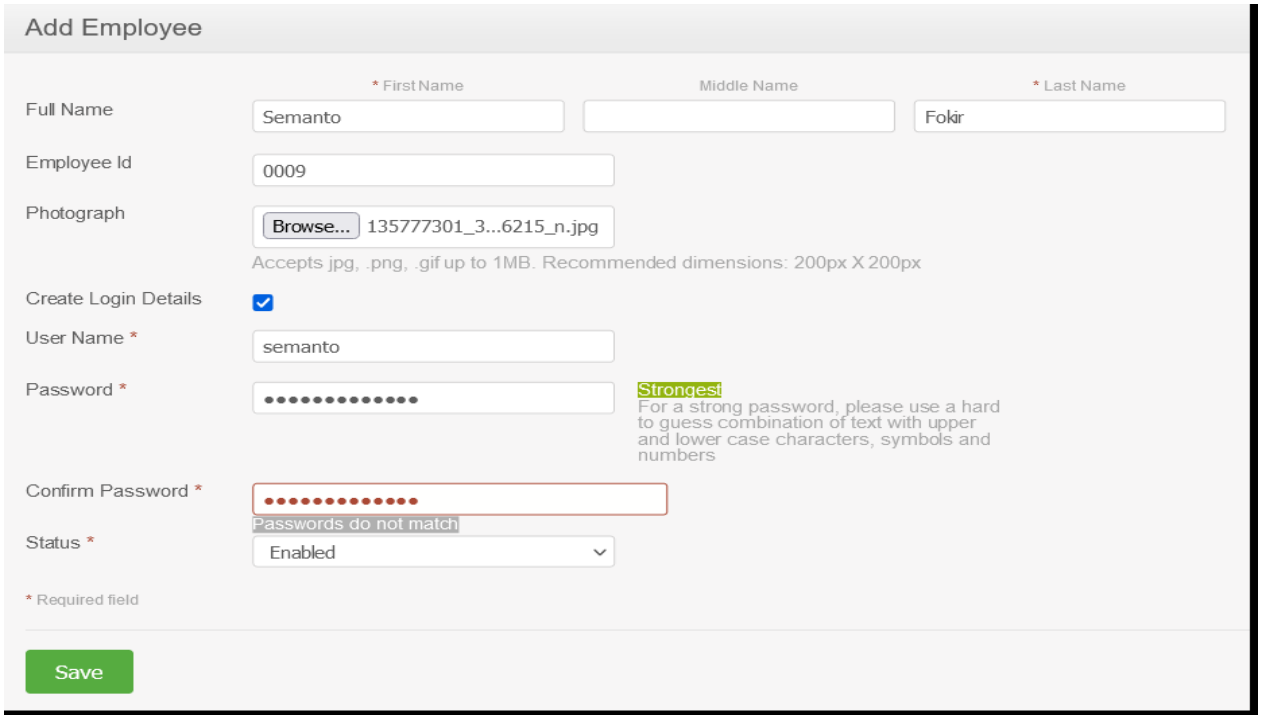



*Figure 37: Unit Test - Test Result 1*

## Unit Test 2

| Test case Name | Unit Test | | |
|---|---|---|---|
| Test Class | Admin or Employee login Controller | | |
| Test Description | Approve or Cancel Employee`s pending leave | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| Admin Entry | 1. Login in with admin username and password.<br>2. Go to leave list in leave module | Show all pending leave request and show action type to cancel or approve. | Showing Pending leave list of individual employees and able to take action. |

*Table 11: Unit Test - Test Case 2*

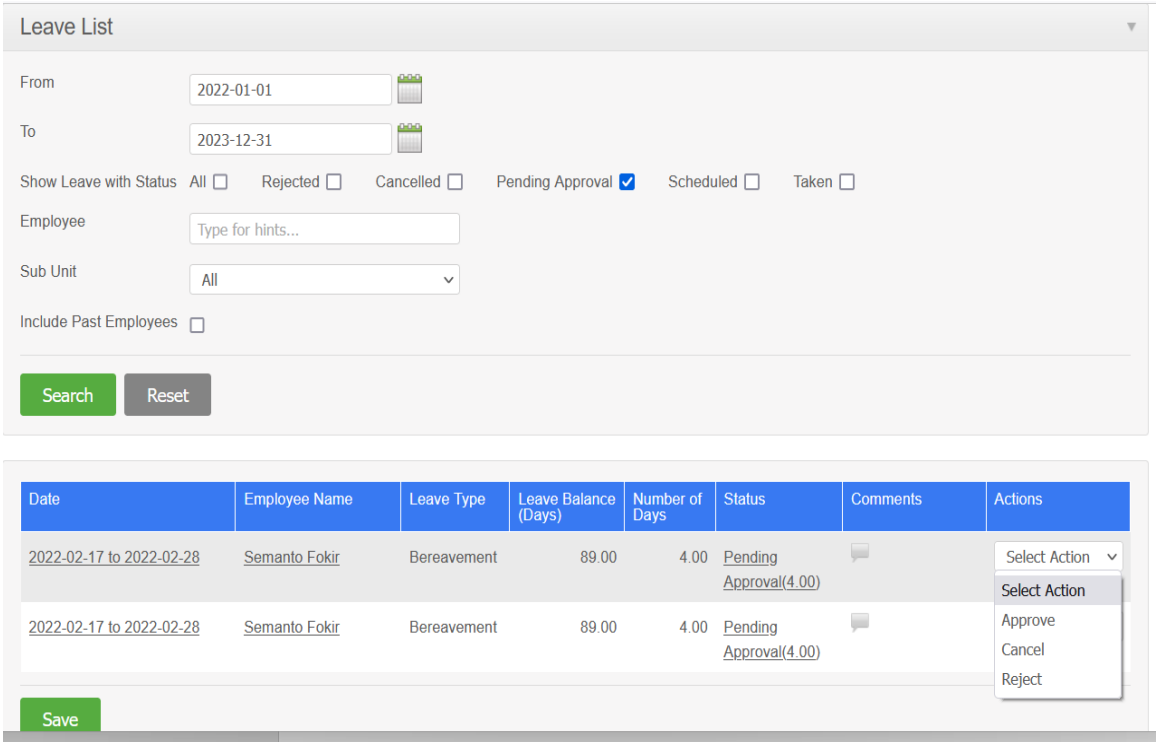



*Figure 38: Unit Test - Test Result2*

## 11.3 Module Test

**Module Test 1**

| Test case Name | Module Test | | |
|---|---|---|---|
| Test Class | Admin or Employee Controller | | |
| Test Description | As an admin, add new system user without fill input field | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| Admin Entry | 1. Login in as Admin<br>2. Go to add user.<br>3. Don`t fill any field.<br>4. Click save | Occur error message for all input field. Hints all fields to fill | All star mark fields are red mark and show a error message for all required fields. |

*Table 12: Module Test - Test Case 1*

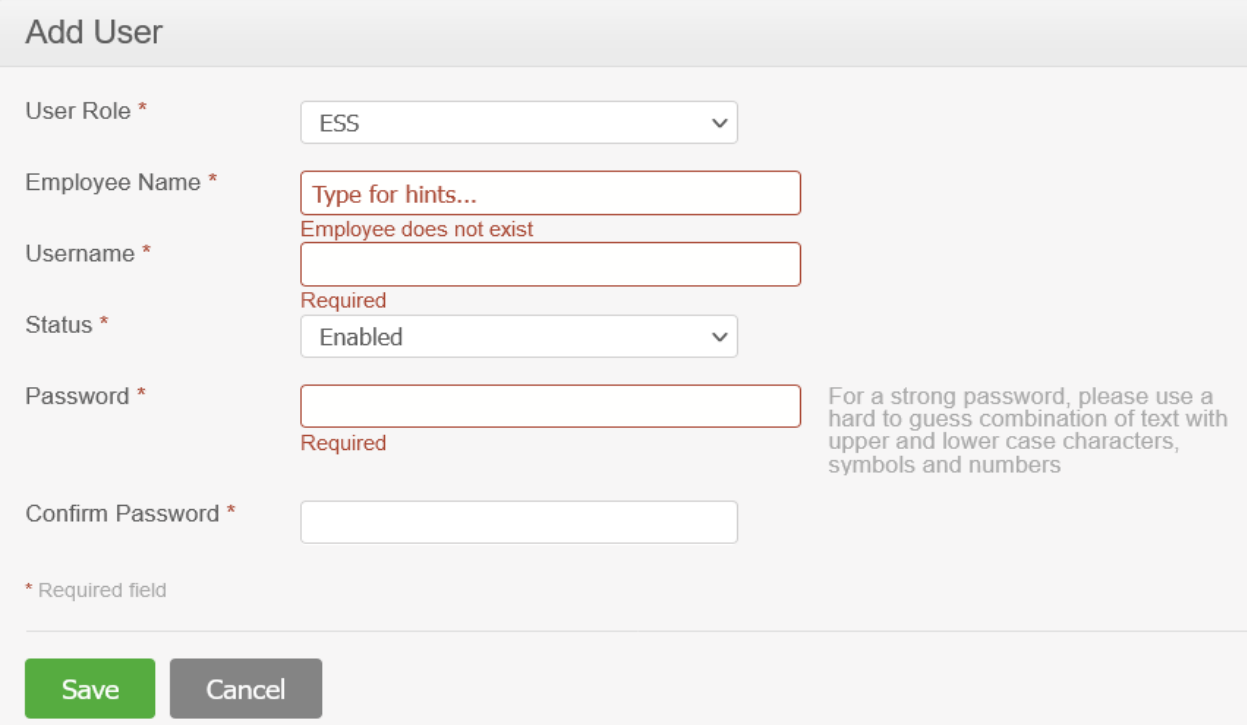



*Figure 39: Module Test - Test Result 1*

**Module Test 2**

| Test case Name | Module Test | | |
|---|---|---|---|
| Test Class | Organization Information Controller | | |
| Test Description | Update organization general information with invalid data format. | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| Admin Entry | 1. Login in as Admin<br>2. Go to Admin > organization> general Information.<br>3. Fill email with Invalid email. | Show an error message in email field and provide a suggestion | Email is not valid and showing expected format. |

*Table 13: Module Test -Test Case 2*

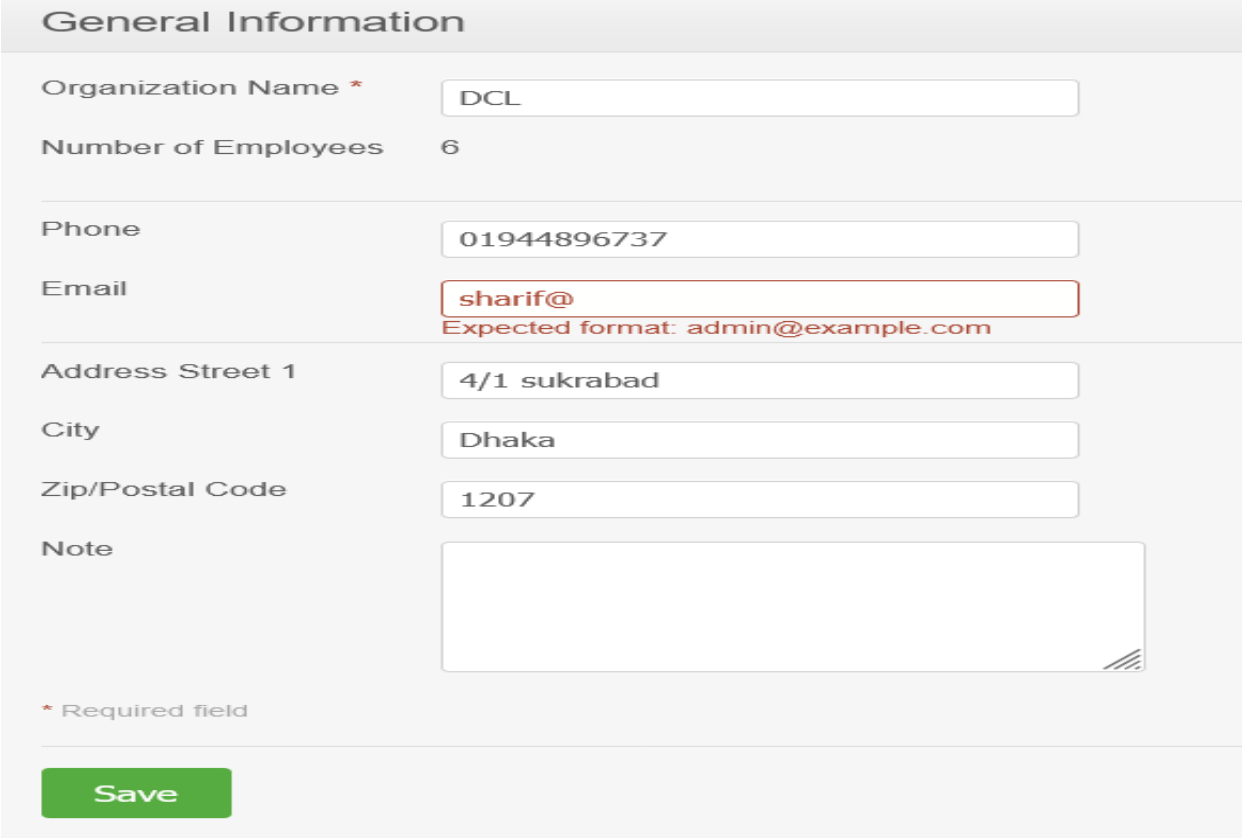



*Figure 40: Module Test-2 Test Result 2*

## 11.4 Integration Test

**Integration Test**

| Test case Name | Integration Test | | |
|---|---|---|---|
| Test Class | Login Controller | | |
| Test Description | Login and redirect to dashboard page | | |
| Data Source | Test Steps | Expected Result | Actual Result |

| | | | |
|---|---|---|---|
| User Entry | 1. Go to login page<br>2. Fill user's username and password<br>3. Click login button | Loading and get inter the system. Show dashboard page. | Successfully Login and showing the dashboard page |

*Table 14: Integration Test- Test Case 1*


*Figure 41: Integration Test- Test Result 1*

**Integration Test 2**

| Test case Name | Integration Test | | |
|---|---|---|---|
| Test Class | Employee Information Controller | | |
| Test Description | Edit employee personal information and update it | | |
| Data Source | Test Steps | Expected Result | Actual Result |
| Employee/admin Entry | 1. Login as an admin or employee<br>2. Go my info<br>3. Click edit button<br>4. Fill all the required fields<br>5. Click login button | Loading highest 3 second and show successfully added | Successfully Loding and update employee information. And Showing successful message. |

*Table 15: Integration Test - Test Case 2*

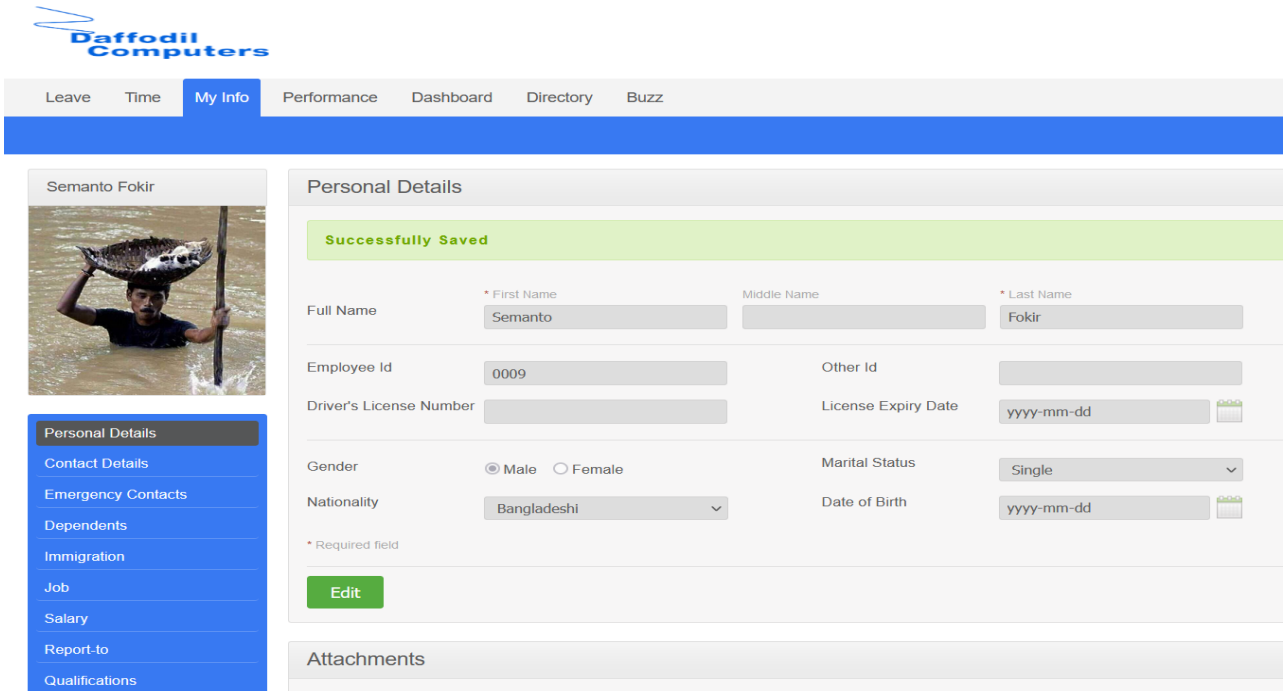



*Figure 42: Integration Test - Test Result 2*

# Chapter 12 - Implementation

## 12.1 Training

Training increases the user's value in the organization, which enhances employee satisfaction. The module training becomes a trusted resource of software information and prepared to support others when needed. It might be difficult to introduce new technologies for organization. There will be challenges, questions, learning curves, and potential opposition. Lacking of effective training, a company's employees don't able to do their best. The following chart describes the training procedures of DCL-HRM:

| SL | Training Module | User | Training Scope | Time Period |
|---|---|---|---|---|
| 1 | Admin | Admin | Train on User, Job, Organization, Qualifications, Nationalities, Corporate, Branding, Configuration Management | 1 hour |
| 2 | Personal Information Module (PMI) | Admin | Knowing about Configuration on Optional, Custom, Data Import, Reporting Methods, Termination Reasons, Employee List, Add Employee and Reports | 0.5 hour |
| 3 | Leave | Admin and employee | Apply Leave, My Leave list, Entitlements management, Leave Reports, Leave Configure, Assign Leave, etc. | 0.5 hours |
| 4 | Time | Admin and employee | Admin and Employee Timesheets management, Attendance management, Project Information configure | 1 hour |
| 5 | Recruitment | Admin | Process of Candidates selection and Vacancies management | 0.4 hour |
| 6 | My Info | Admin and employee | Personal Information Management | 0.5 hour |

| | | | | |
|---|---|---|---|---|
| 7 | Performance | Admin | User will Configure KPIs, Manage Reviews, Trackers | 0.5 hour |
| 8 | Dashboard | Admin and employee | How to use dashboard, what is the functionality of this and its meaning | 0.5 hour |
| 9 | Directory | Admin and employee | How to create employee personal details that could be accessible by other staff inside the business to improve effective communication. | 0.5 hour |
| 10 | Maintenance | Admin | Train on how to open new vacancies and how candidates will be hired. Maintenance the vacancies procedure. | 0.4 hour |
| 11 | Buzz | Admin and employee | How to communicate each other inside the system and share opinion. | 0.2 hour |

*Table 16: User Training*

## 12.2 Implementation Scheme

### 12.2.1 Big Bang

This strategy effectively disables one system and activates another. The entire organization migrates to the new application at the same time, with no phase-out of the old one. It will be the same as turning off your old machine and then instantly booting up your new one. A large-scale deployment will need extensive preparation. The concept behind a technique is everyone in the organization understands about the updated software at the same timeframe. Big Bang implementation is the best choose because, faster implementation timeframe, lower-cost, entire system is wired together, update new type of system. In the below there are some steps of big bang implementation:

- Mind data configuration and migration
- Lots of preparation
- Plan of training
- Test before implementation

# Chapter 13 - Critical Appraisal and Evaluation

## 13.1 Objective that could be met

In the below, there are some objectives listed of DCL-HRM project which has been meet successfully:

### 13.1.1 Objective-1

**Achievement rate and others**

Responsible for respond to company's demands whatever of size is. It is inexpensive and simple to use. Businesses may use and configure it to manage the whole workforce and its many components.

### 13.1.2 Objective-2

**Achievement rate and others**

Users of DCL-HRM receive a full set of modules, including time and attendance, Essential HR, recruitment, performance evaluations, leave management and many others. Real estate, educational, finance, insurance, medicines and other industries may all benefit from this HRM software.

### 13.1.3 Objective-3

**Achievement rate and others**

It enables an organization to give an innovative platform to both large and small organizations. Employees can also use a self-service module. Customer service that is both capable and skilled is also available to assist businesses.

### 13.1.4 Objective-4

**Achievement rate and others**

Companies can also request full adaptations, specialized training programs, and add-ons. DCL-HRM may be adjusted at every level, including theme changes, source code modifications and email messages.

### 13.1.5 Objective-5

**Achievement rate and others**

It allows distinct groups of users to have different levels of system access and permissions. The PIM feature enables companies to record personnel information in such a way for auditing and reporting. It also includes capabilities for managing staff leaves and maintain staff tracking of time off requests.

## 13.2 How much better could have been done

Staff activity tracking such as promotions, increments and so on. Some UI/ UX issues with this product. The system is difficult to utilize for timecard tracking. It could be more efficient to assess the success factor against each defined aim if it's one of the established objectives. Furthermore, any issues that may arise once the system is launched may be solved in the future.

## 13.3 How improved the features of the result

- It covers most of the essential functions to create a staff directory and application tracking.
- premium quality customer service, included all of the organization's human resource management functions such as payroll, performance management, time, attendance, training, development and recruiting
- DCL-HRM is utilized for the majority of HR-related operations such as time tracking, leave application employee performance review and so on.
- Employee information and leave management are managed centrally.
- The system is simply configurable, and it is possible to verify an employee's data, accept leave requests and so on with a single click.
- Dashboard that provides the user with a single window for merging data from many elements.

# Chapter 14 - Conclusion

## 14.1 Summary of this project

DCL-HRM offers a world-class experience and everything you and your team require to be the HR hero. DCL-HRM is a Web based, user friendly and resource management tool for any organization that manages a number of human resources activities with the ability to support, customization options host services and also modules for re-engineering and affiliating user HR processes with organizational goals. Personal Data Management, Employee Self-Management, Leave Control, Time and Attendance Monitoring and Recruitment are all services provided by DCL-HRM. The system is written in PHP and supported by HTML, CSS, JavaScript, and jQuery. The documents contain all of the necessary diagrams and charts.

## 14.2 Goal of the project

Because of remote working worker inspired to work from home rather to present at the office, DCL-HRM will assist an organization to easily monitoring their employee objectives during this Covid-19 situation. Most workers now work from home. it will be extremely difficult for their managers to evaluate the progress of their team members. DCL-HRM solves this point. With just one tool, it is quite easy for an employee to concentrate on HR matters. It is important for us as employees to be able to track our success in the same location. The primary purpose of any HRM solution is to keep the company's human resource functions running smoothly. However, throughout the installation process, your business may experience a temporary disruption of the present system while your internal Information Technology staff completes a new implementation. Every HR professional will tell you that not getting access to digital personnel records and other HR data is extremely unpleasant. This is a service provided by DCL-HRM that may help the process run much more smoothly and with less downtime of HR systems.

## 14.3 My Experience

While developing the system, I faced a variety of challenges, which I solved acquiring valuable expertise. I learned how to manage a full project and how to meet all of the project's objectives in a short period of time, which provided me with invaluable experience. To establish this system in place, I read a lot of study papers. Bug repair was the most tough task. Finally, after overcoming all challenges, I was able to build the DCL-HRM system.

# Appendices

User Guide:

## System Login


*Figure: User (Admin) Login Page*

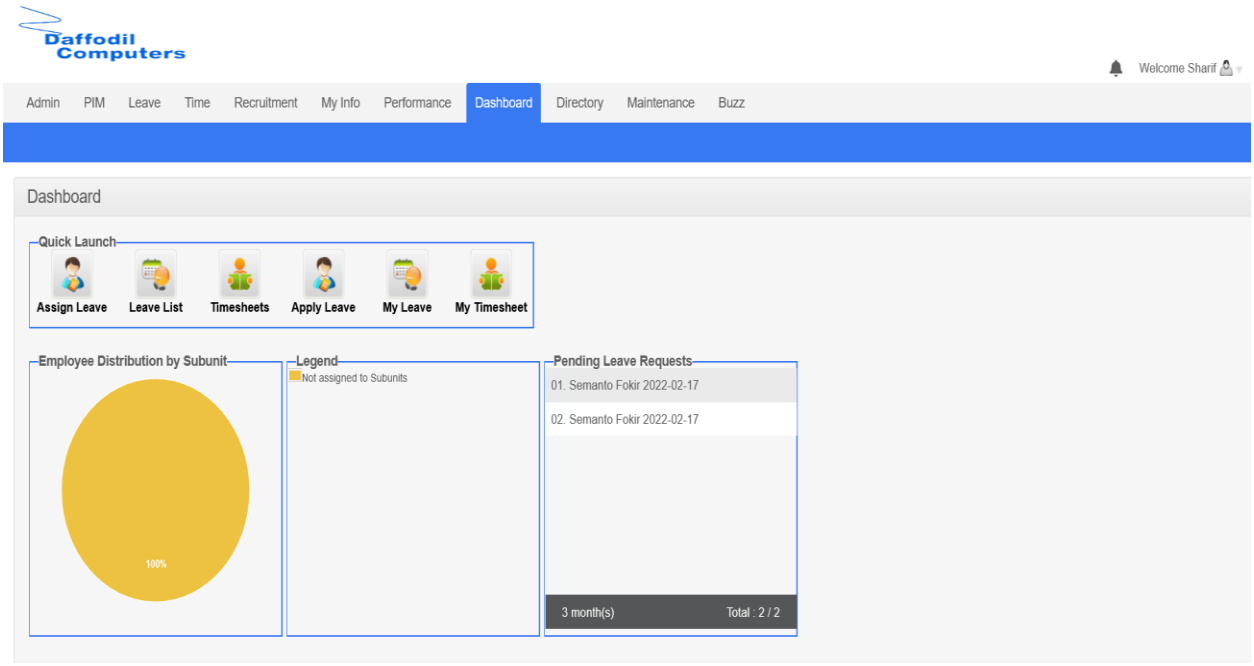



*Figure: User login page and successfully get into dashboard page*

## Employee Dashboard


*Figure: User (employee) login page and successfully get into dashboard page*

## Add System User

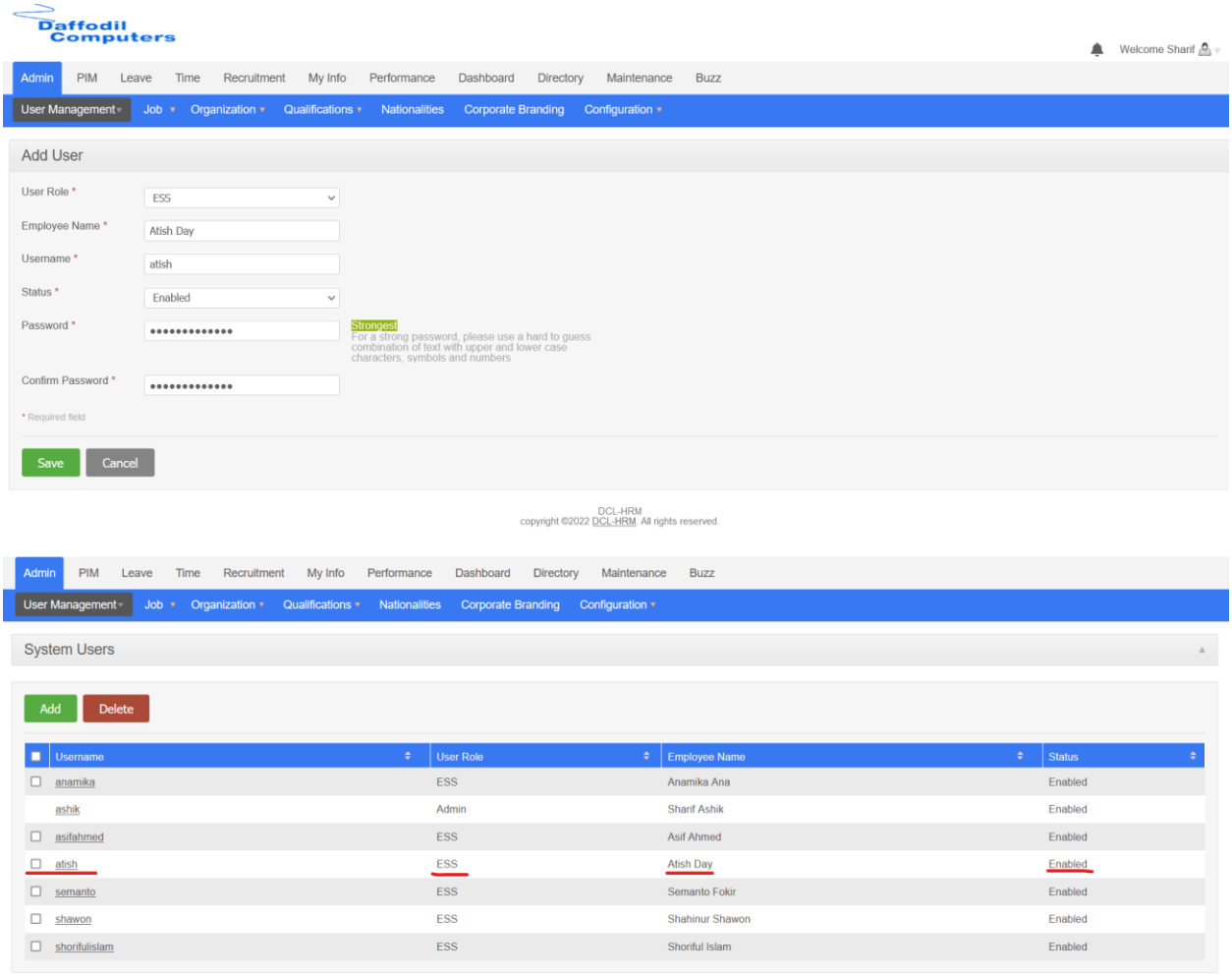



*Figure: Add employee and successfully added*

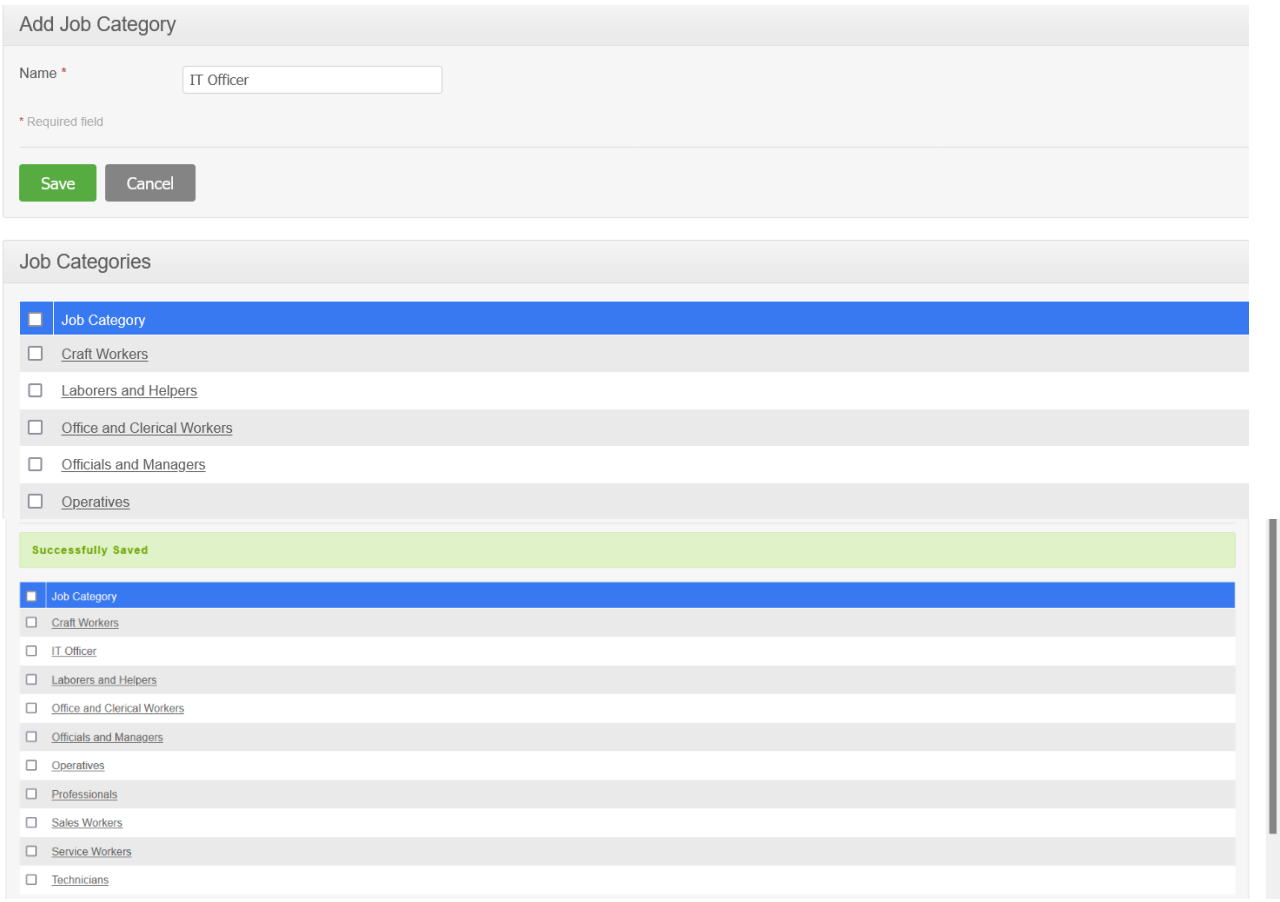



*Figure: Add job category of an organization*

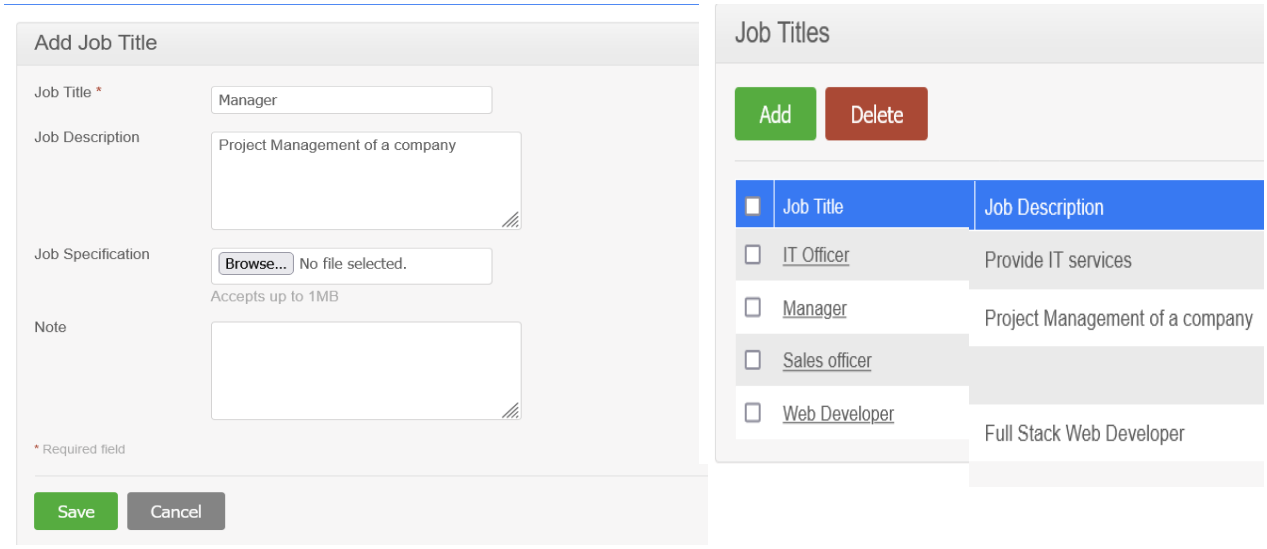



*Figure: Create job title and successfully added*

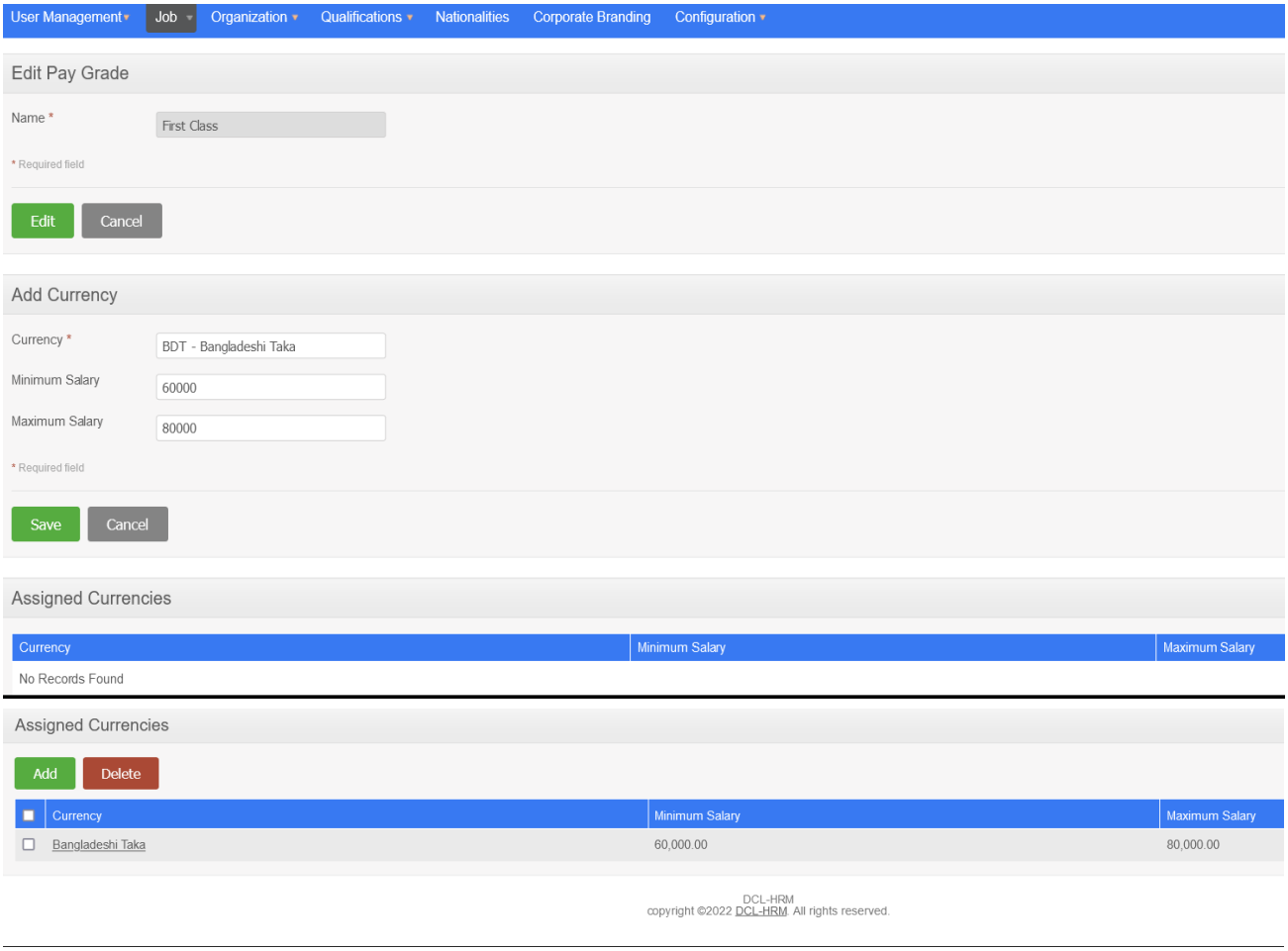



*Figure: Create Pay Grade, Currency Type and Assign Currency*

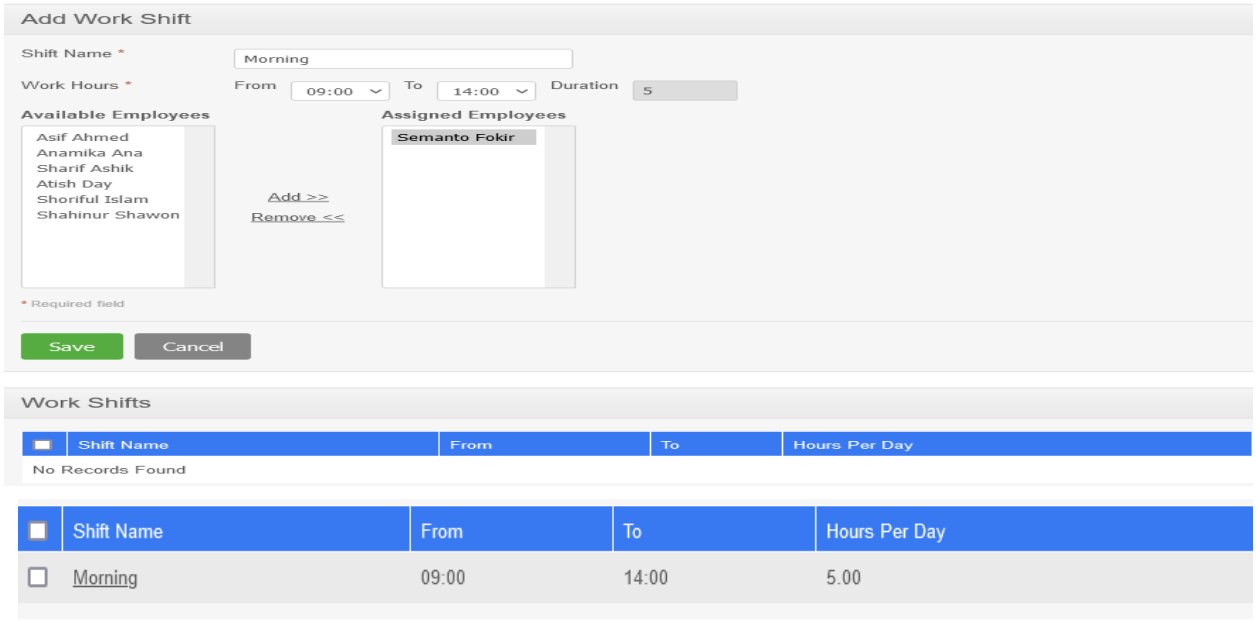



*Figure: Create Work Shift and Assign to shift*

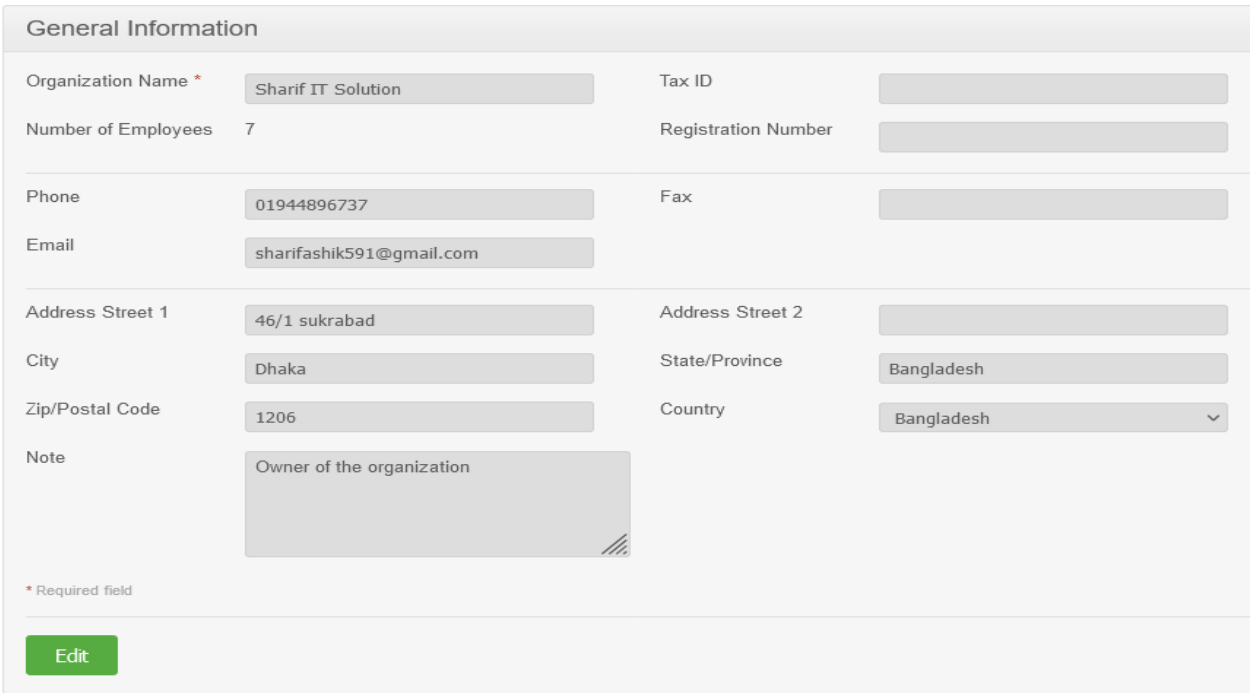



*Figure: Configure Company General Information*

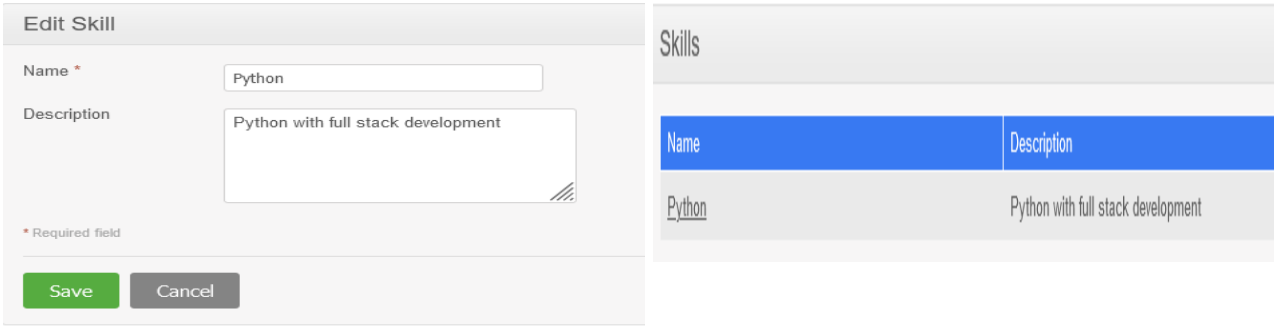



*Figure: Add Skills of a Company*

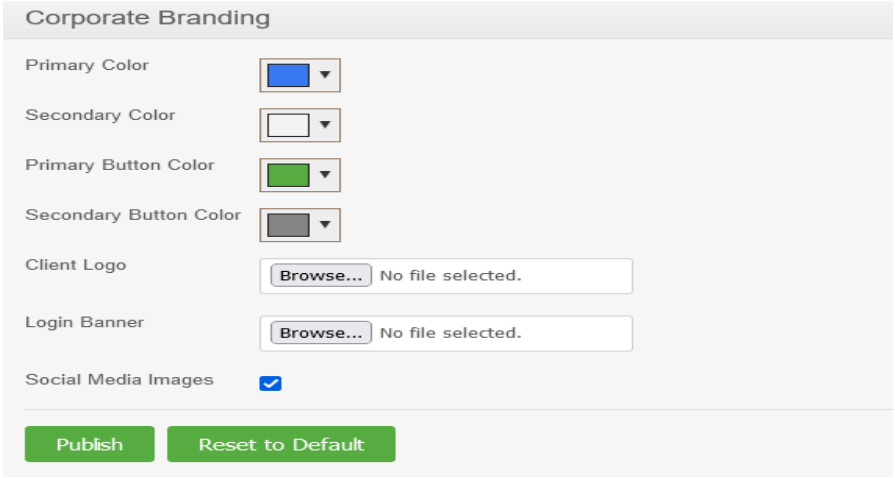



*Figure: Color Configuration of the System*

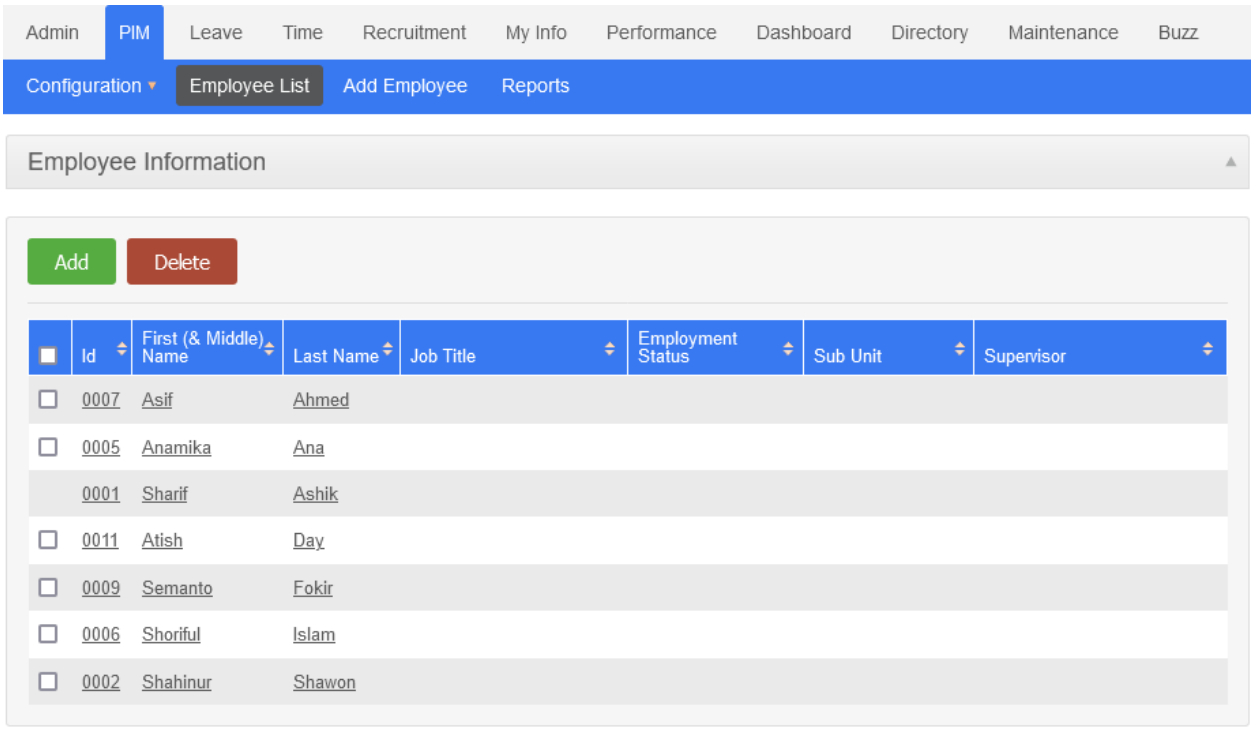



*Figure: Employee List*

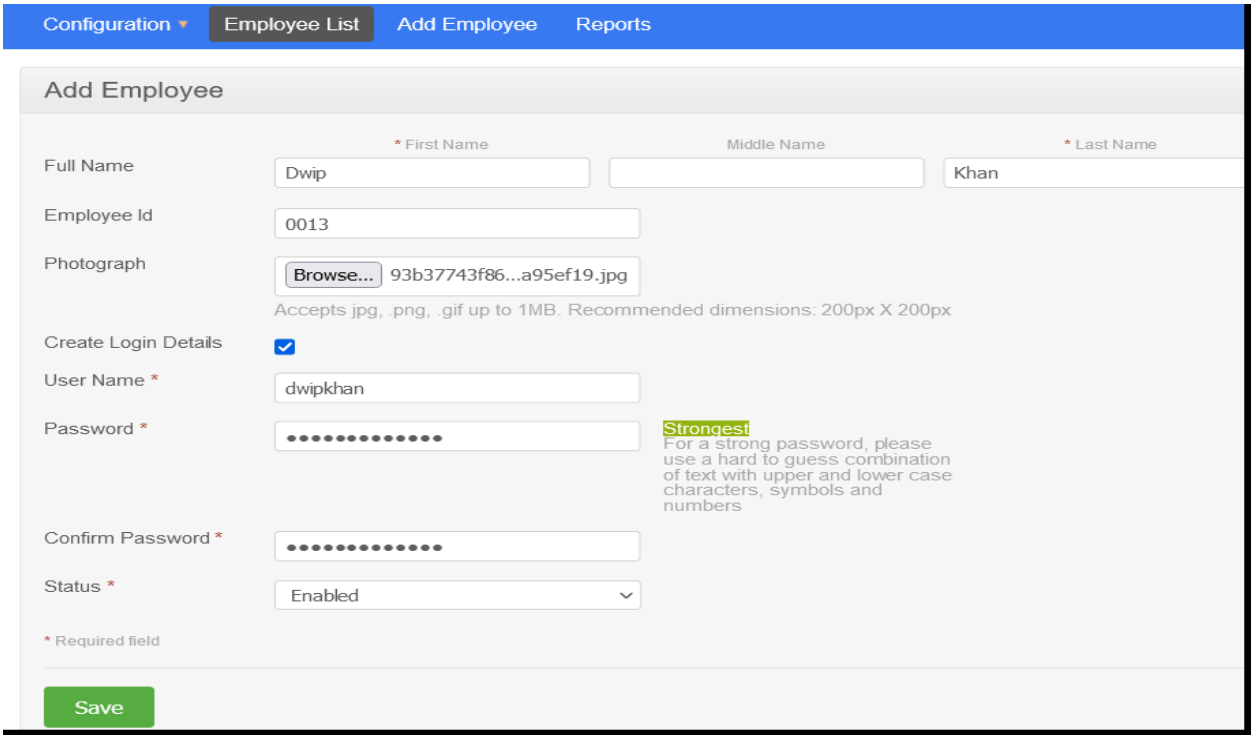



*Figure: Add Employee with login details*

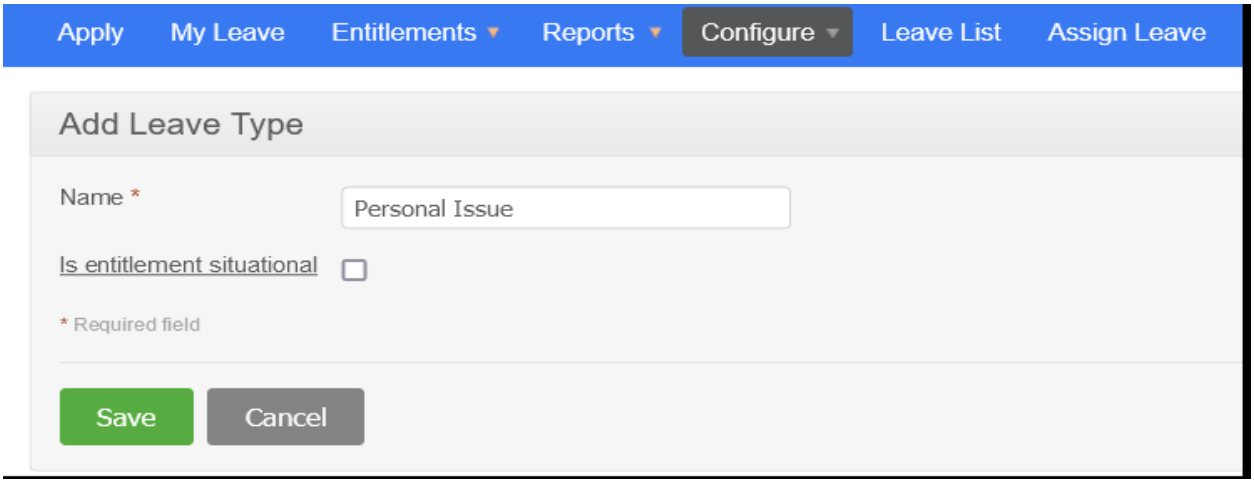



*Figure: Create Leave Type*

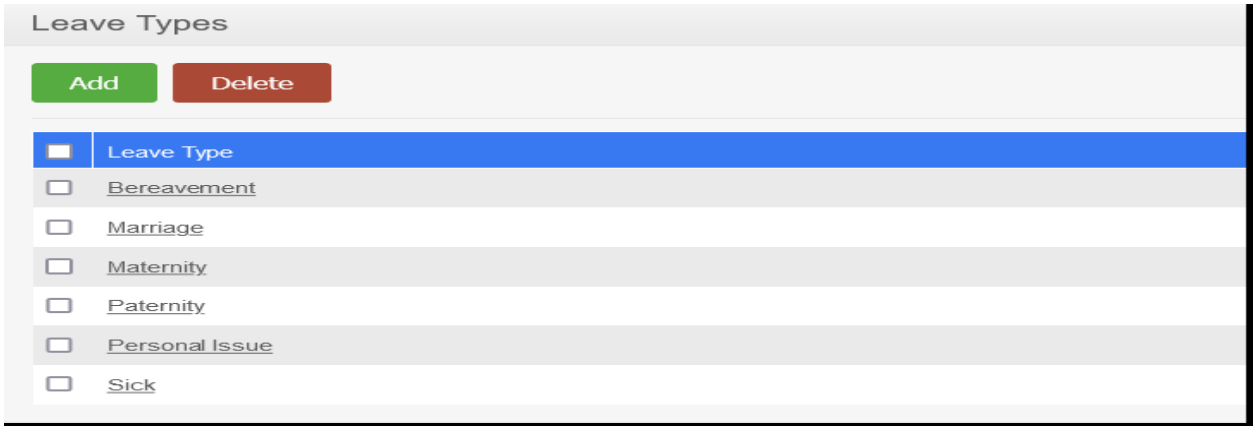



*Figure: All type of Leave*

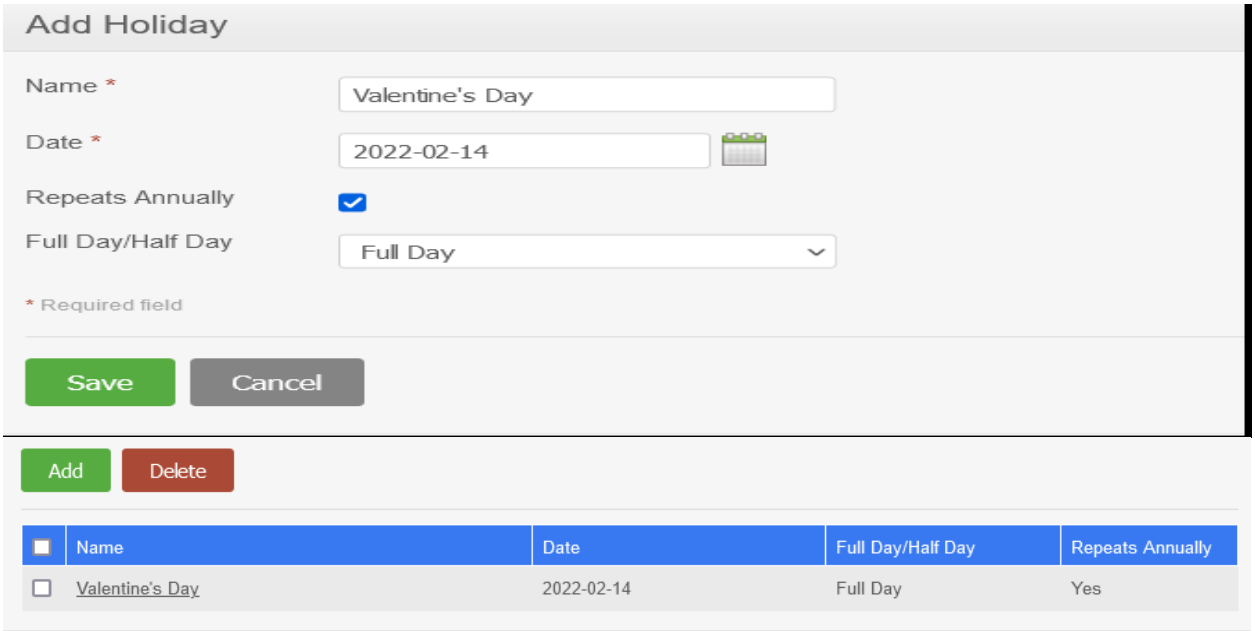



*Figure: Assign Holliday*

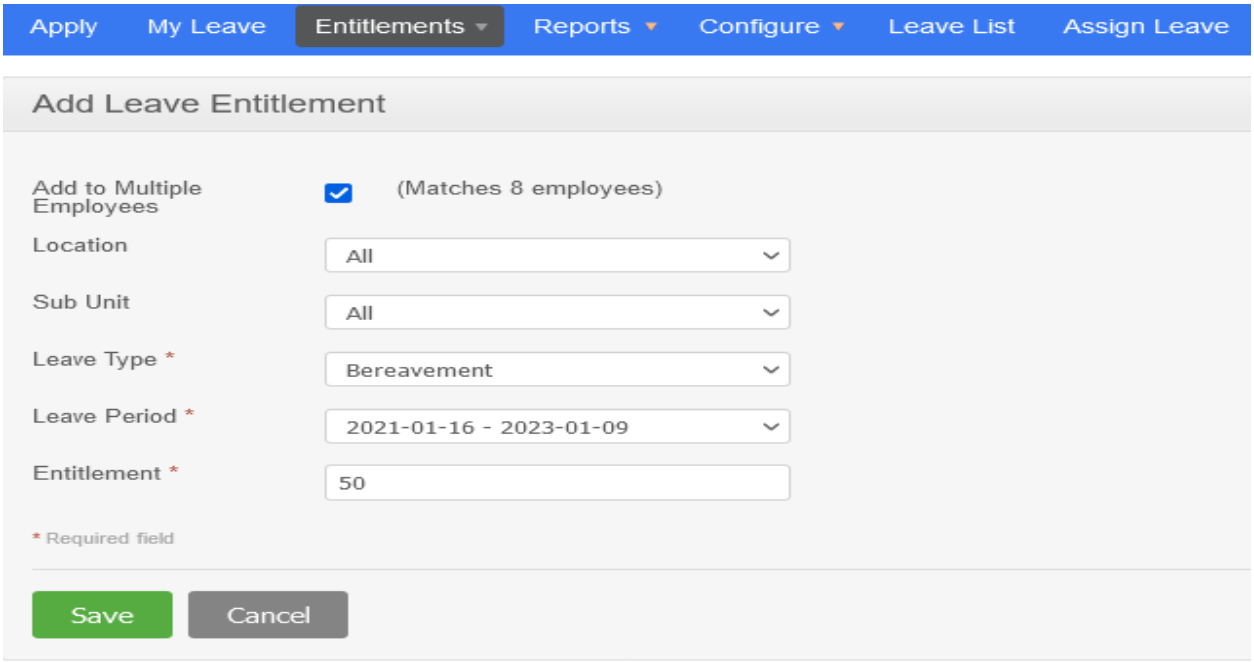



*Figure: Configure Leave Entitlement*

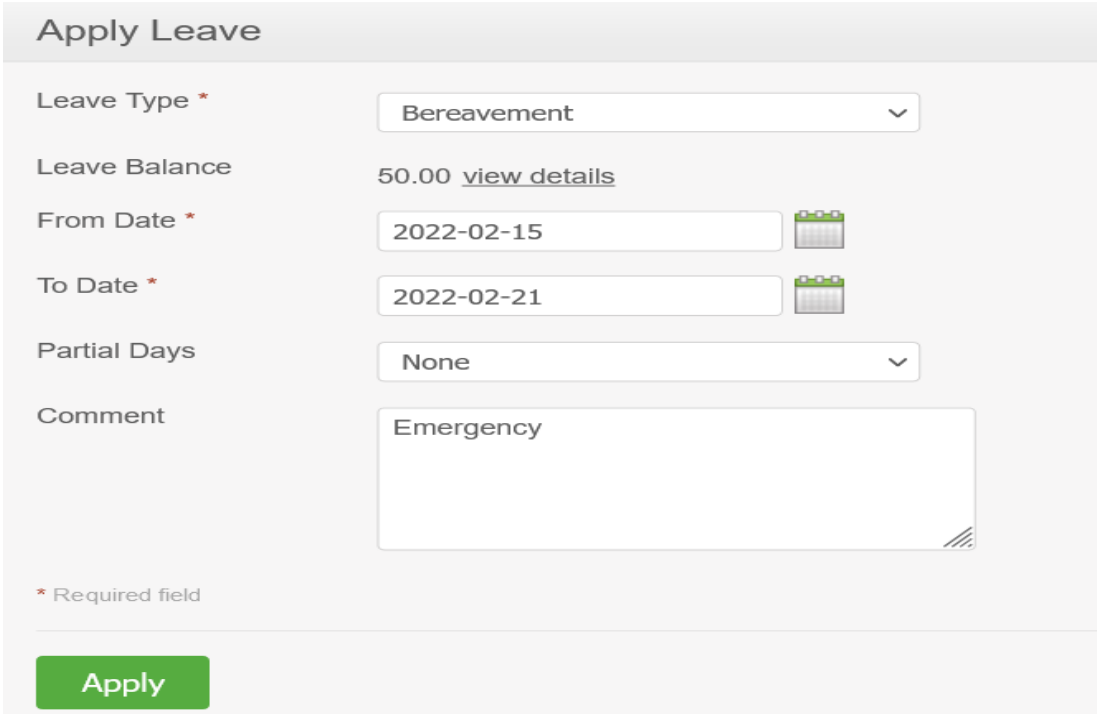



*Figure: Apply For leave*

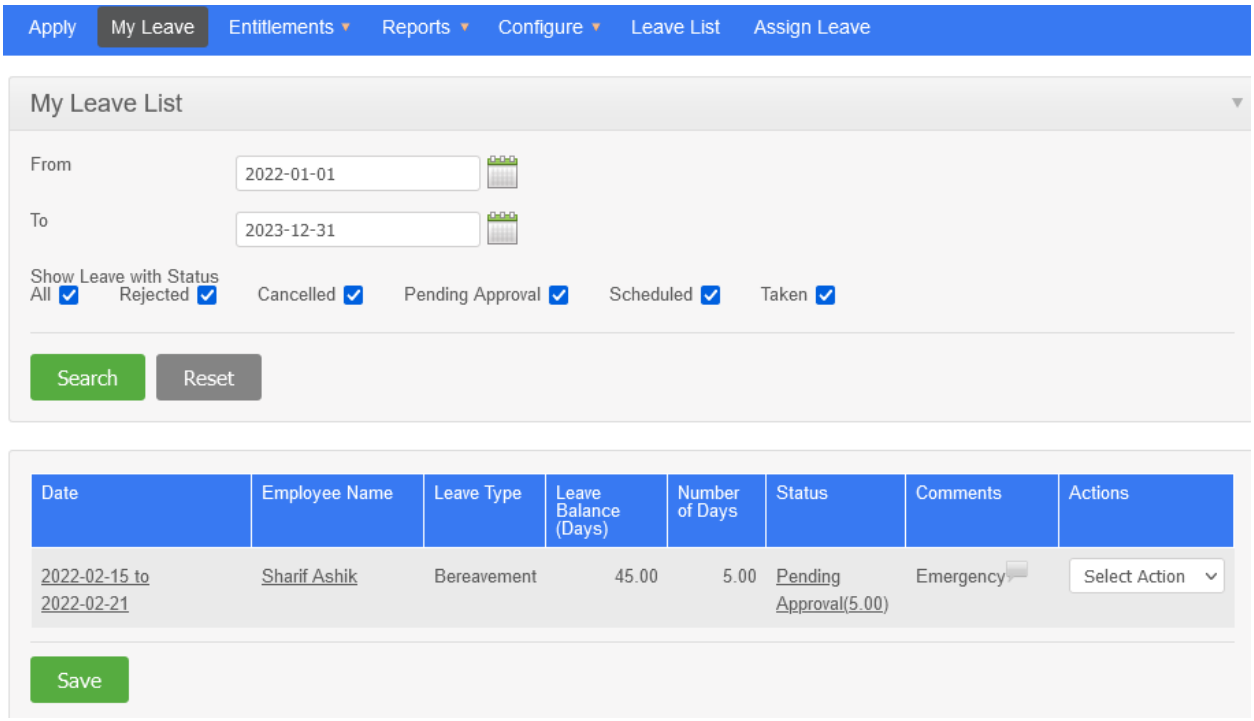



*Figure: My leave List*

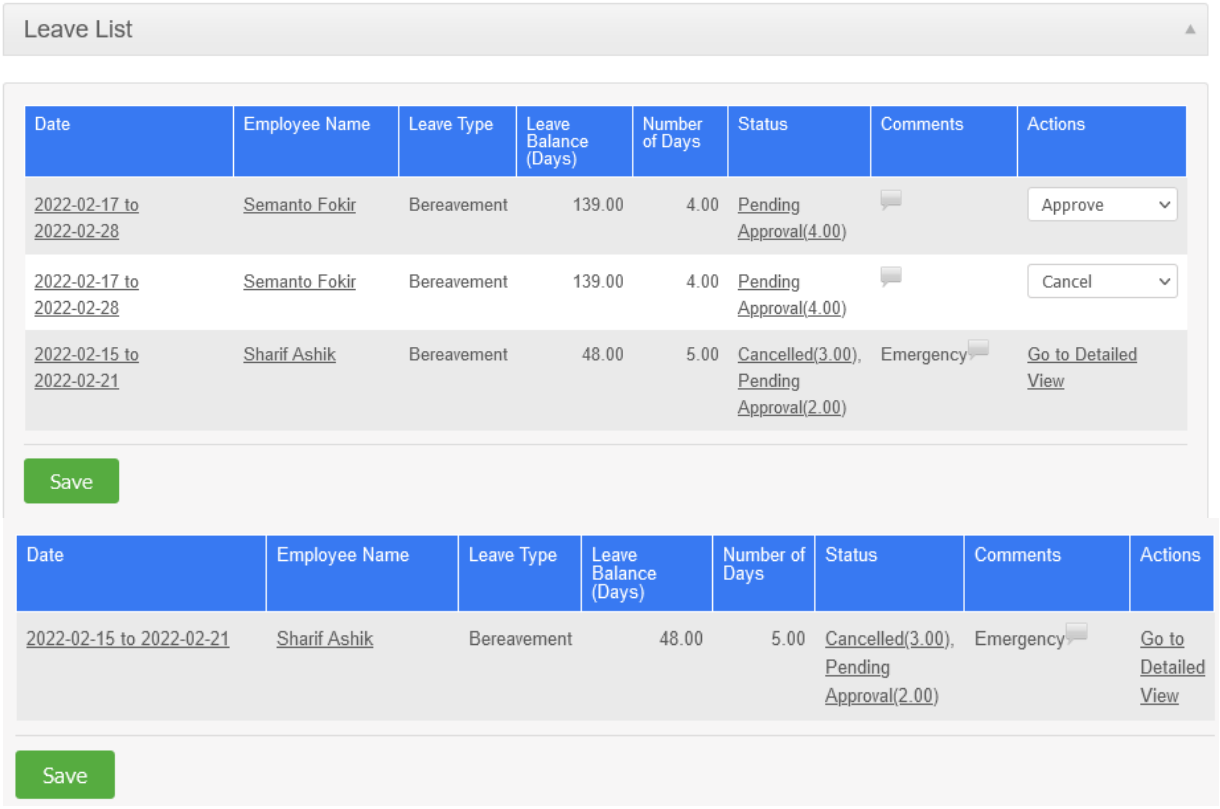



*Figure: leave List for Select action*

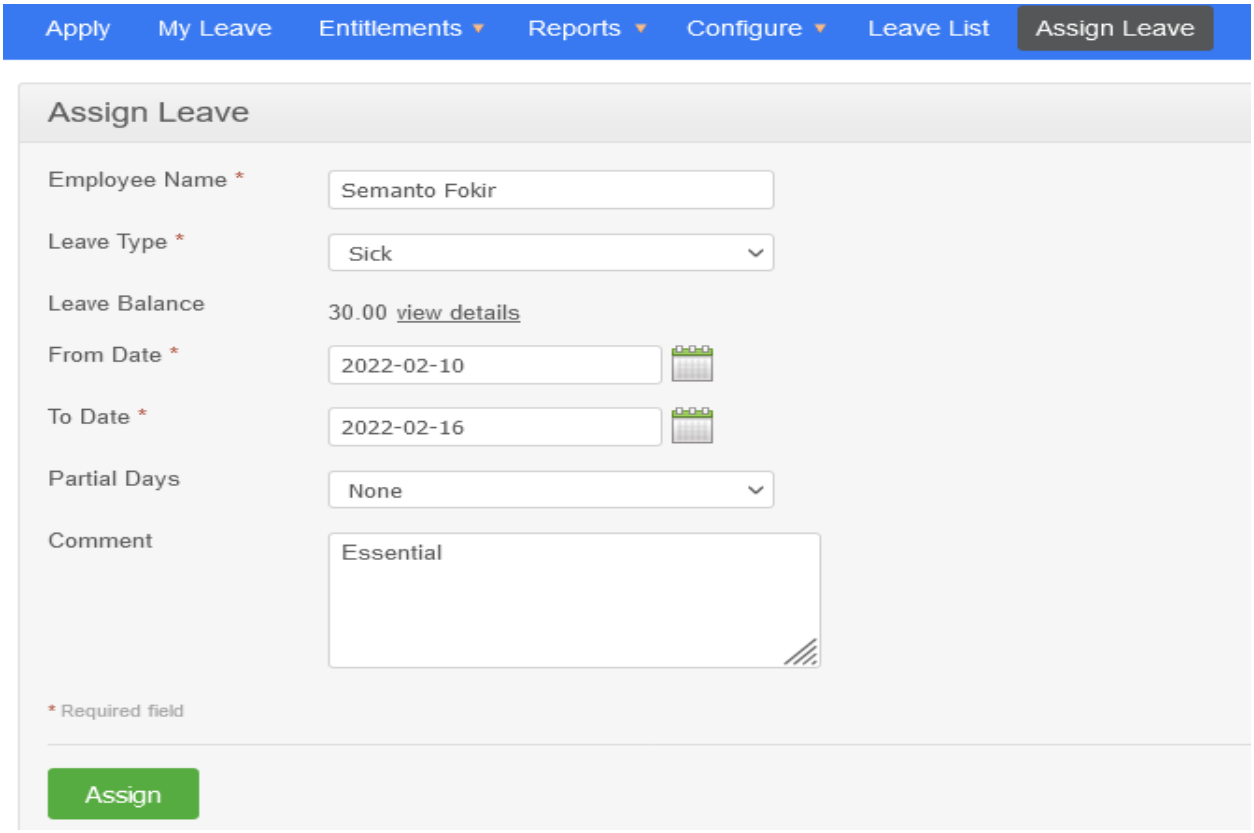



*Figure: Assign Leave by origination*

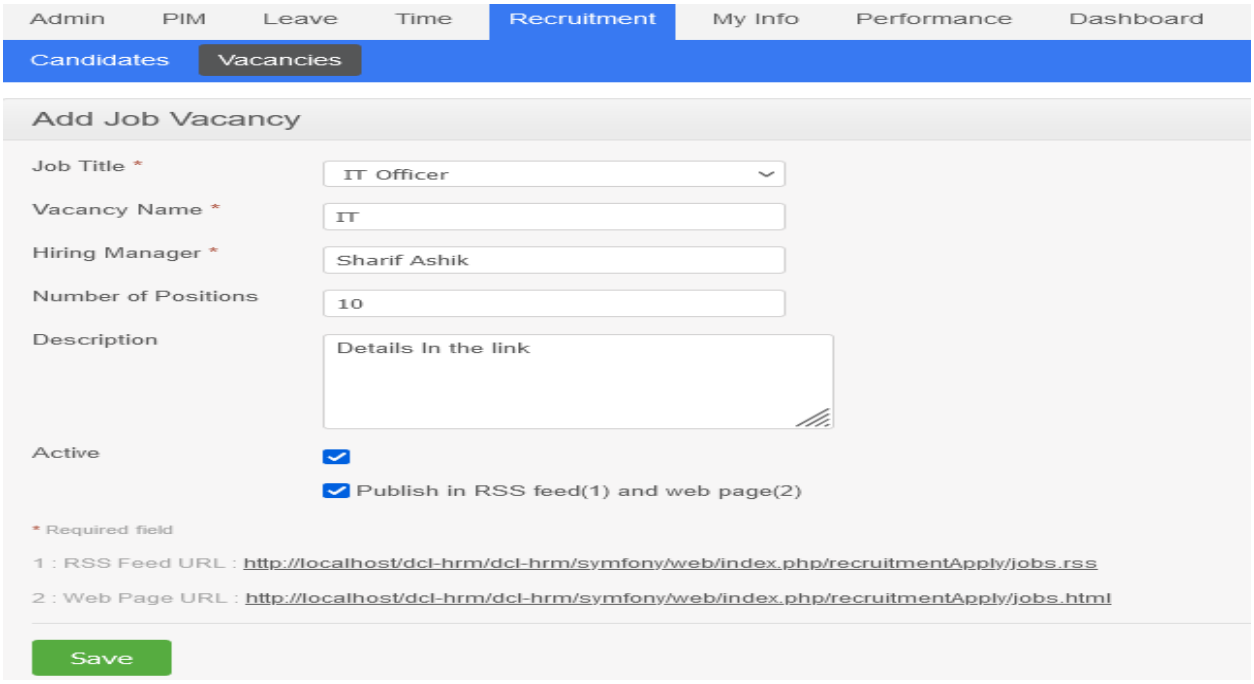



*Figure: Add Vacancy for new position*

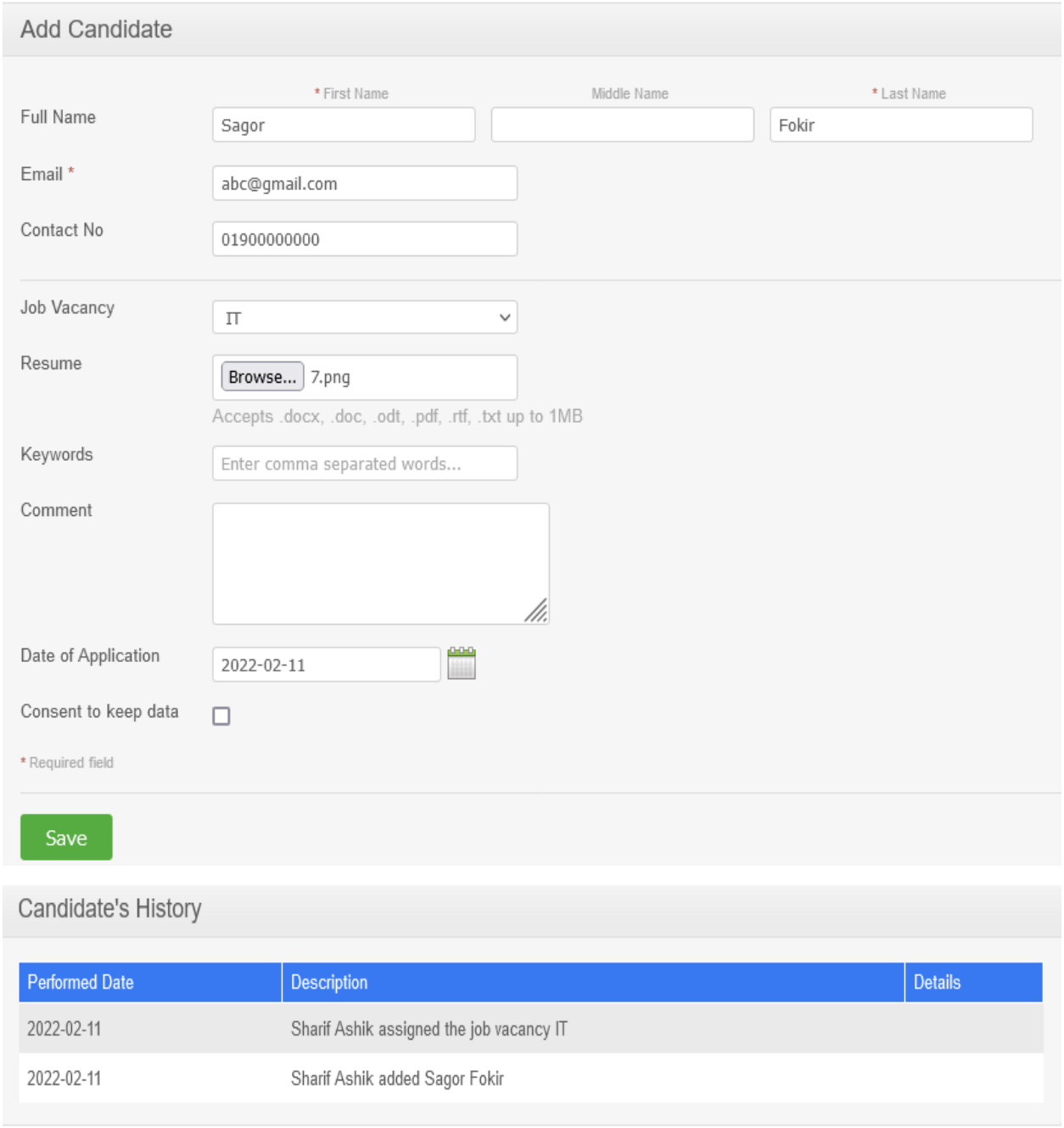



*Figure: Add candidates for further process*

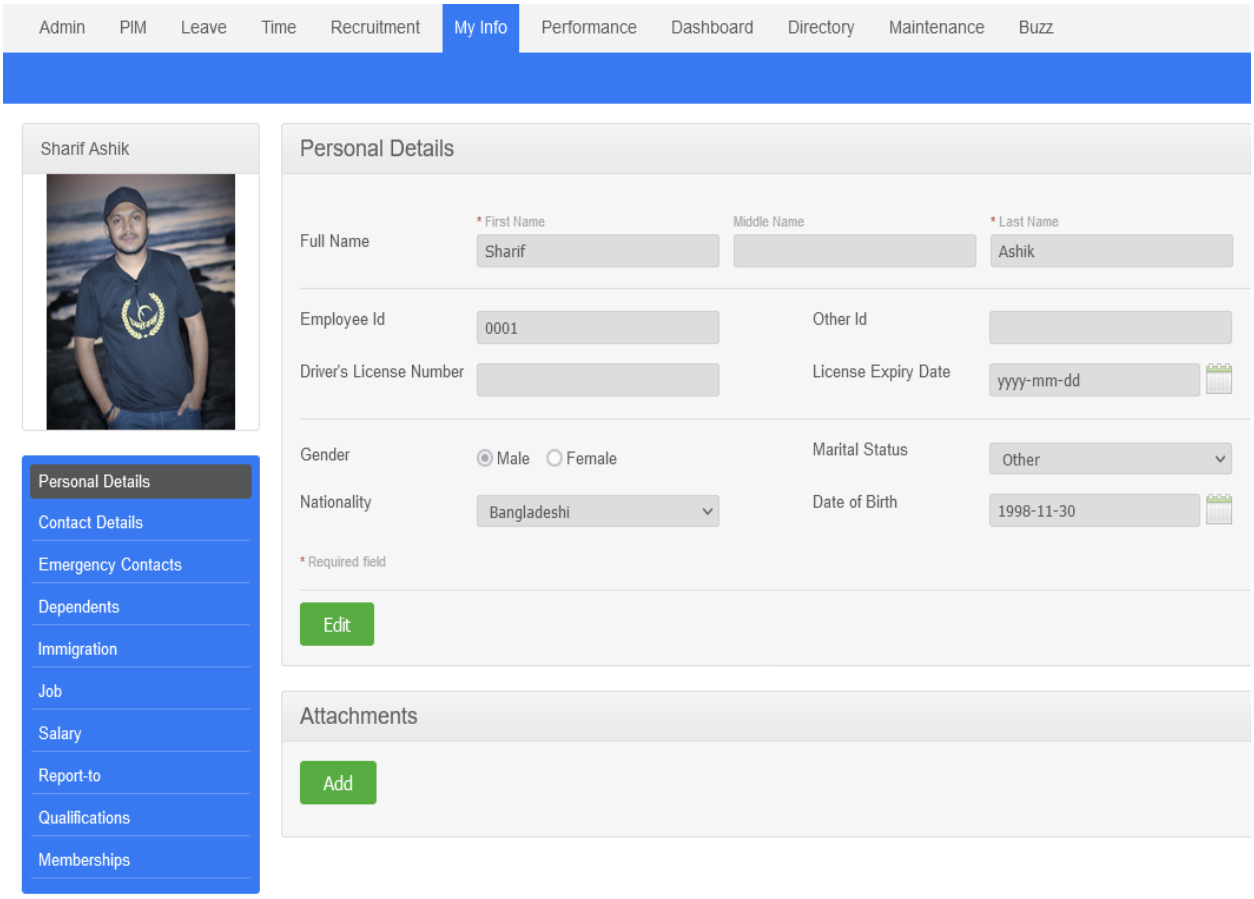



*Figure: Configure Personal Information*

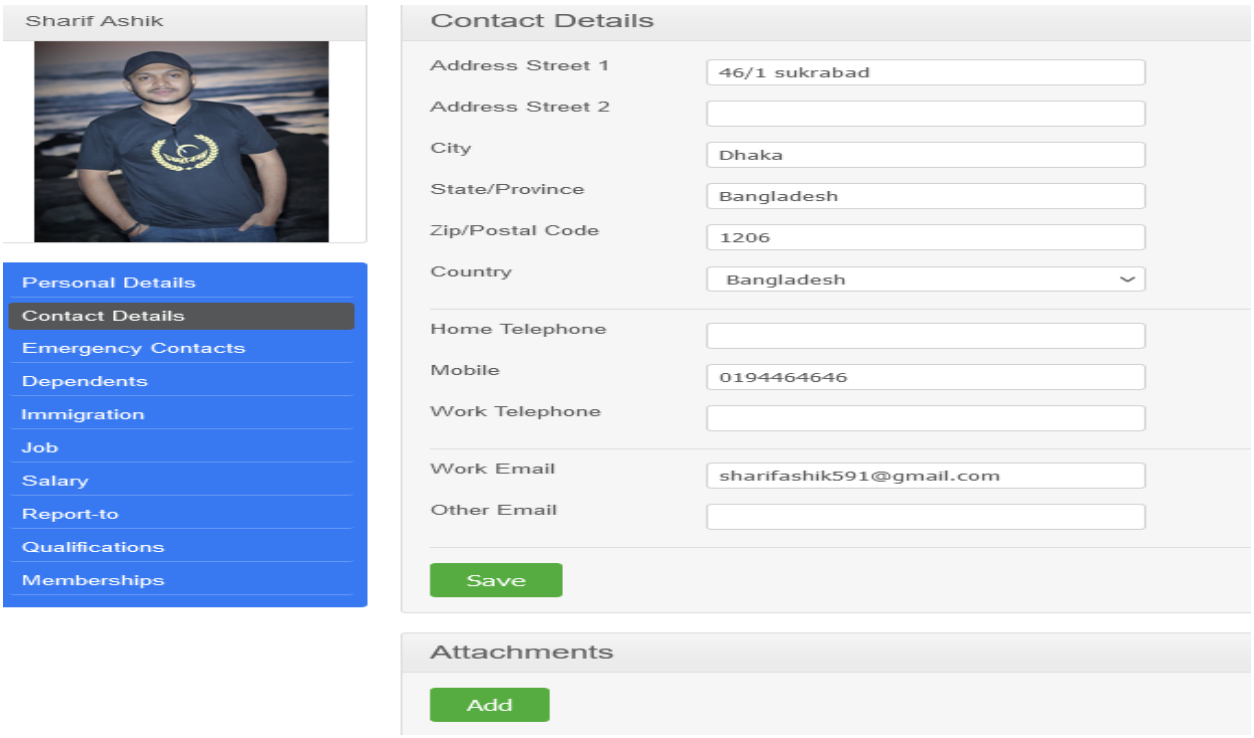



*Figure: Update contact Details*

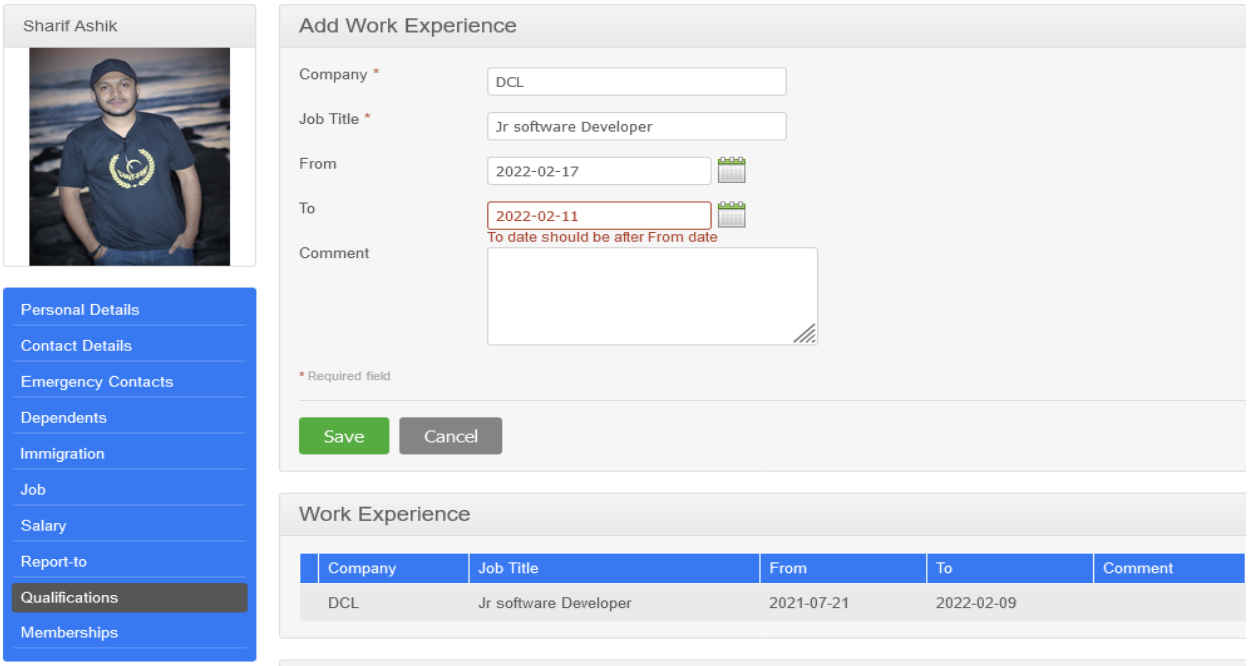



*Figure: Add Work Experience*

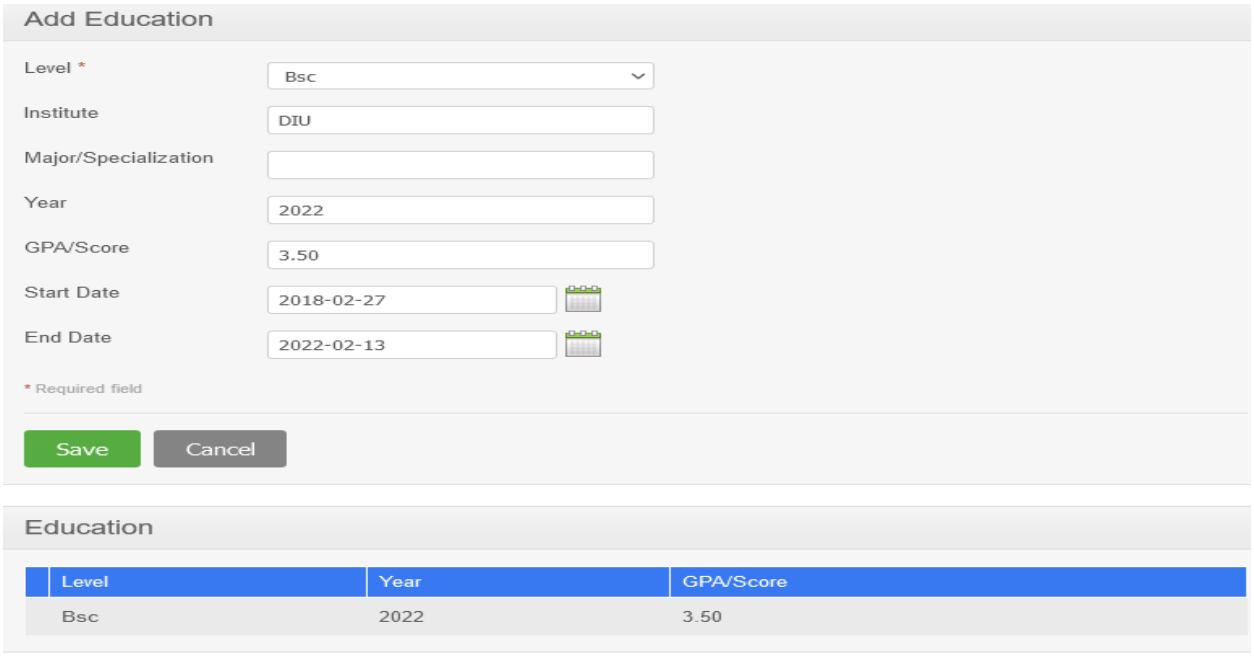



*Figure: Add Education*

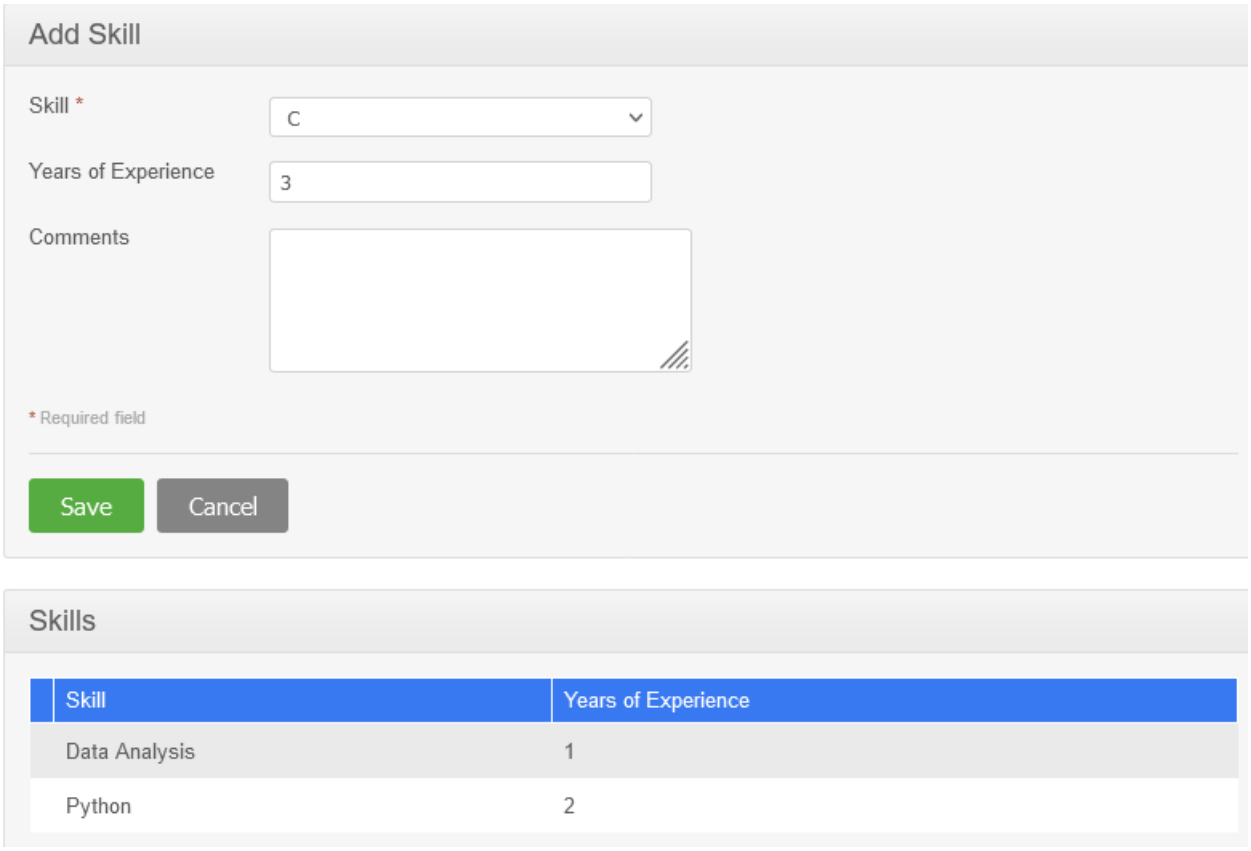



*Figure: Add Personal Skills*

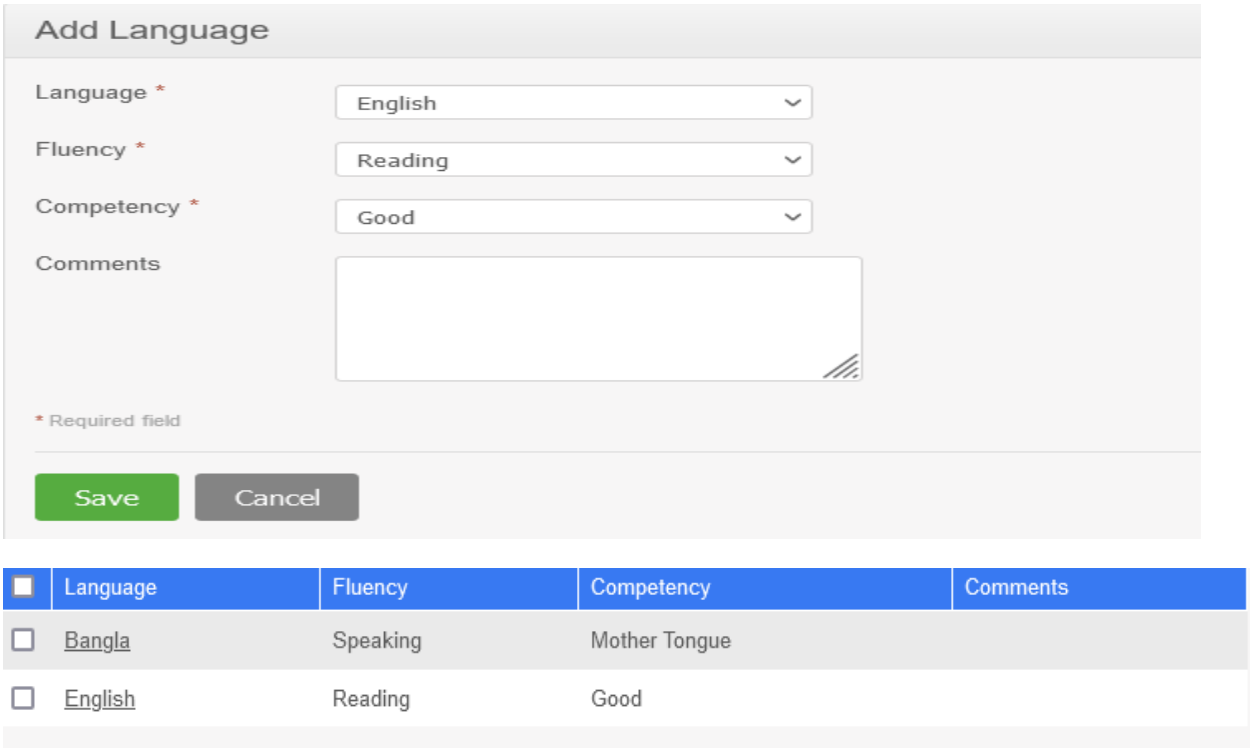



*Figure: Add Language*

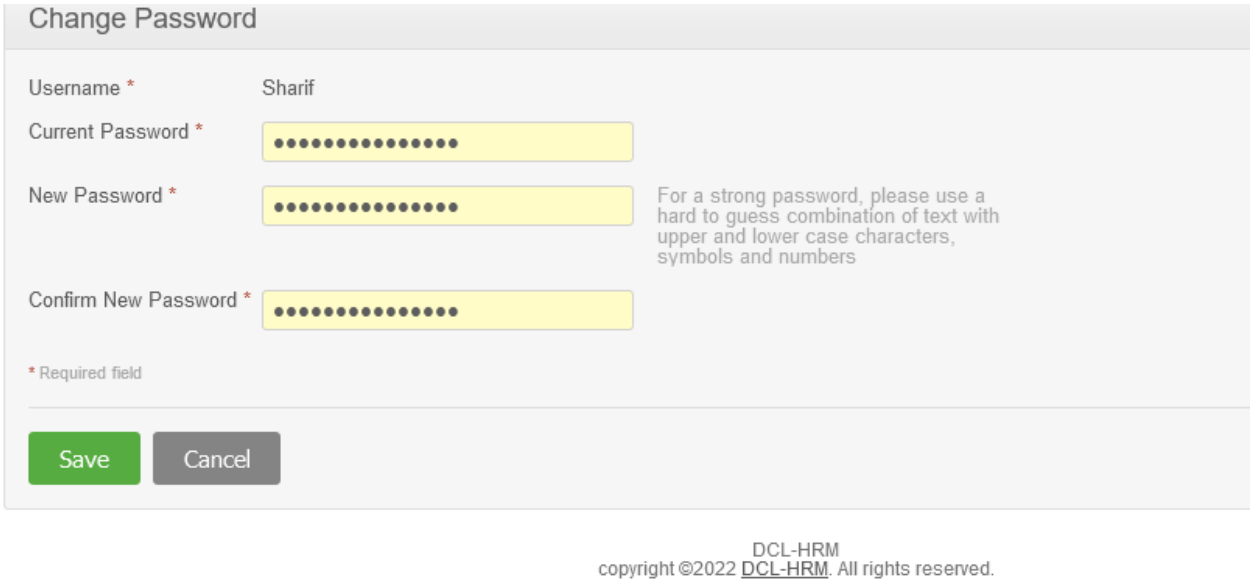



*Figure: Change Password*

# Report

## Admin Module

### Admin > User Management

| Username | User Role | Employee Name | Status |
|---|---|---|---|
| anamika | ESS | Anamika Ana | Enabled |
| ashik | Admin | Sharif Ashik | Enabled |
| asifahmed | ESS | Asif Ahmed | Enabled |
| atish | ESS | Atish Day | Enabled |
| moinali | ESS | Moin Ali | Enabled |
| semanto | ESS | Semanto Fokir | Enabled |
| shawon | ESS | Shahinur Shawon | Enabled |
| shorifulislam | ESS | Shoriful Islam | Enabled |

### Admin > Job > job title

| Job Title | Job Description |
|---|---|
| Data Scientist | |
| Driver | |
| Engineere | |
| IT Officer | Provide IT services |
| Manager | Project Management of a company |
| Project Manager | |
| Sales officer | |
| Security | |
| Teacher | |
| Team Leader | |
| Web Developer | Full Stack Web Developer |

### Admin > Job > pay Grades

| Pay Grade | Currency |
|---|---|
| First Class | Bangladeshi Taka |
| Second Class | Bangladeshi Taka |
| Third Class | Bangladeshi Taka |

### Admin > Job > Employment Status

| Employment Status |
| --- |
| Average |
| Good |
| Poor |
| Very Good |

### Admin > Job > job Categories

| Job Category |
| --- |
| Craft Workers |
| IT Officer |
| Laborers and Helpers |
| Office and Clerical Workers |
| Officials and Managers |
| Operatives |
| Professionals |
| Sales Workers |
| Service Workers |
| Technicians |

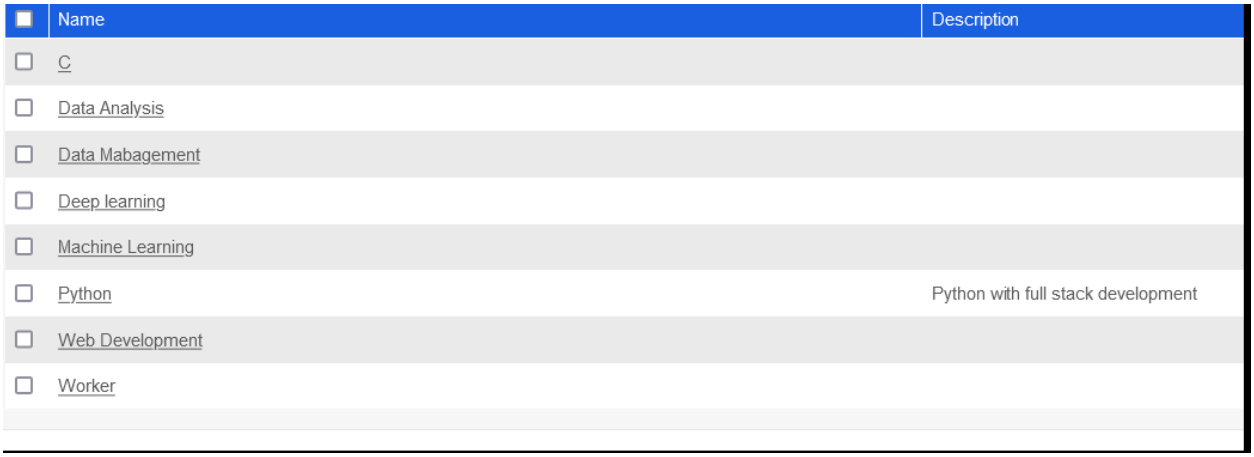
### Admin > Job > work Shifts

| Shift Name | From | To | Hours Per Day |
| --- | --- | --- | --- |
| Day | 14:00 | 20:00 | 6.00 |
| Morning | 09:00 | 14:00 | 5.00 |
| Night | 18:30 | 23:45 | 5.25 |

### Admin> Organization > Locations

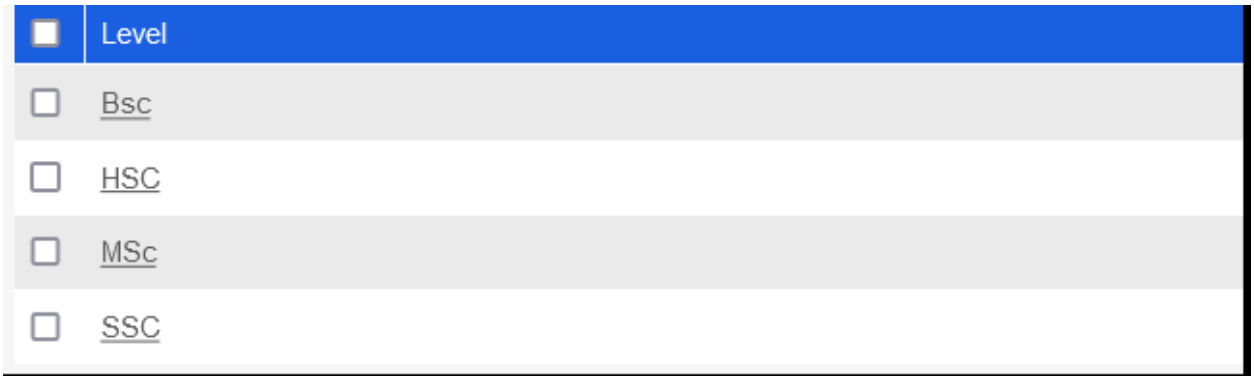
| Name | City | Country | Phone | Number of Employees |
| --- | --- | --- | --- | --- |
| Dhanmondi | | Bangladesh | | 0 |
| Jatrabari | | Bangladesh | | 0 |
| Mirpur | | Bangladesh | | 0 |
| New Market | | Bangladesh | | 0 |

### Admin> Qualifications >Skills



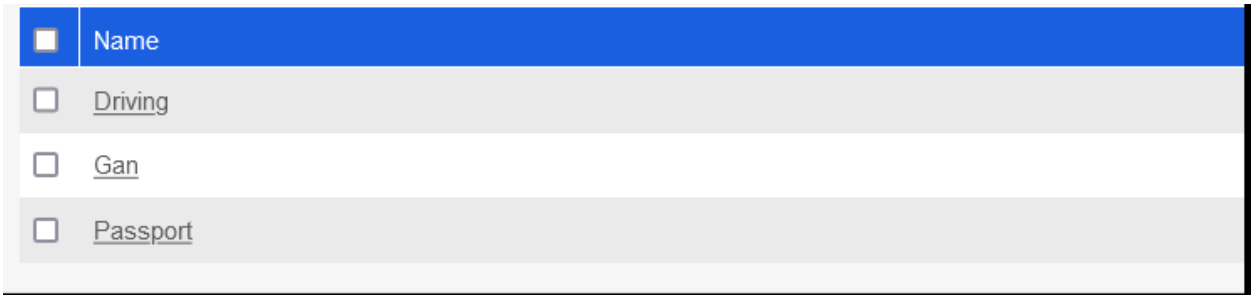
| Name | Description |
|---|---|
| C | |
| Data Analysis | |
| Data Mabagement | |
| Deep learning | |
| Machine Learning | |
| Python | Python with full stack development |
| Web Development | |
| Worker | |

### Admin > Qualifications> Education



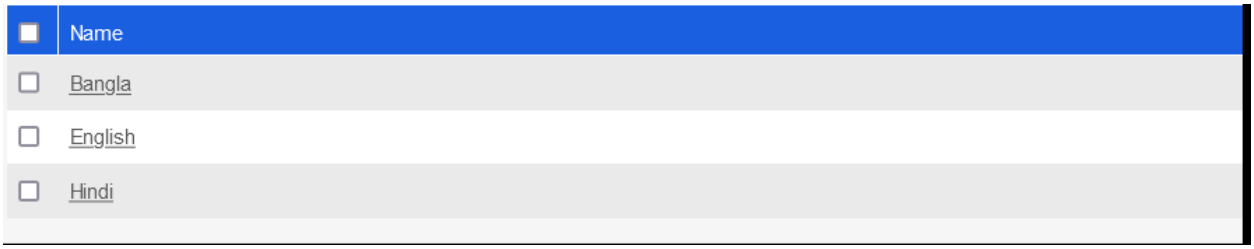
| Level |
|---|
| Bsc |
| HSC |
| MSc |
| SSC |

### Admin > Qualifications> Licenses



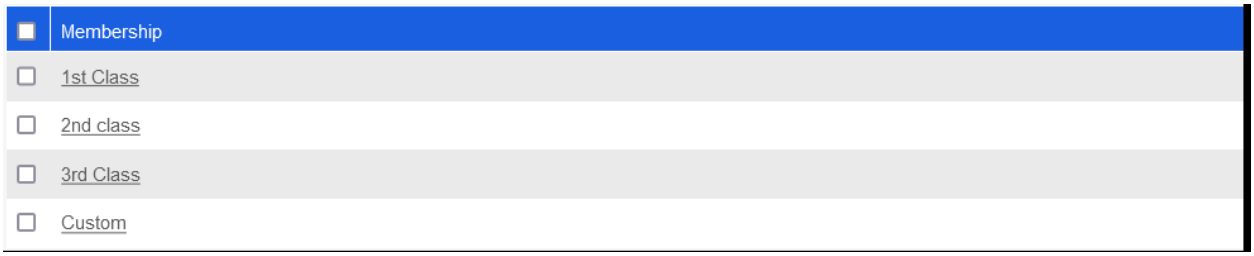
| Name |
|---|
| Driving |
| Gan |
| Passport |

### Admin > Qualifications> Languages

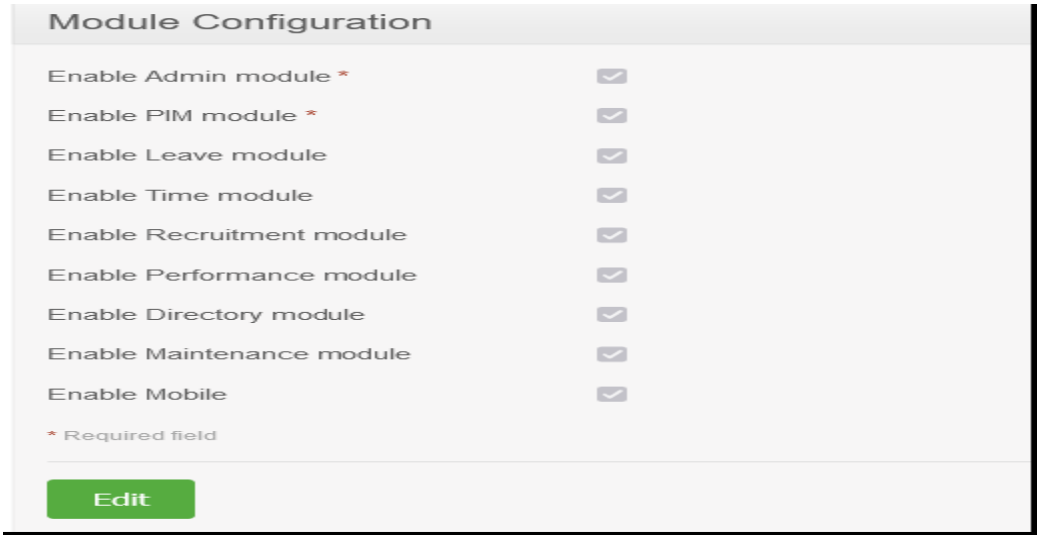


| Name |
|---|
| Bangla |
| English |
| Hindi |

### Admin > Qualifications> Membership

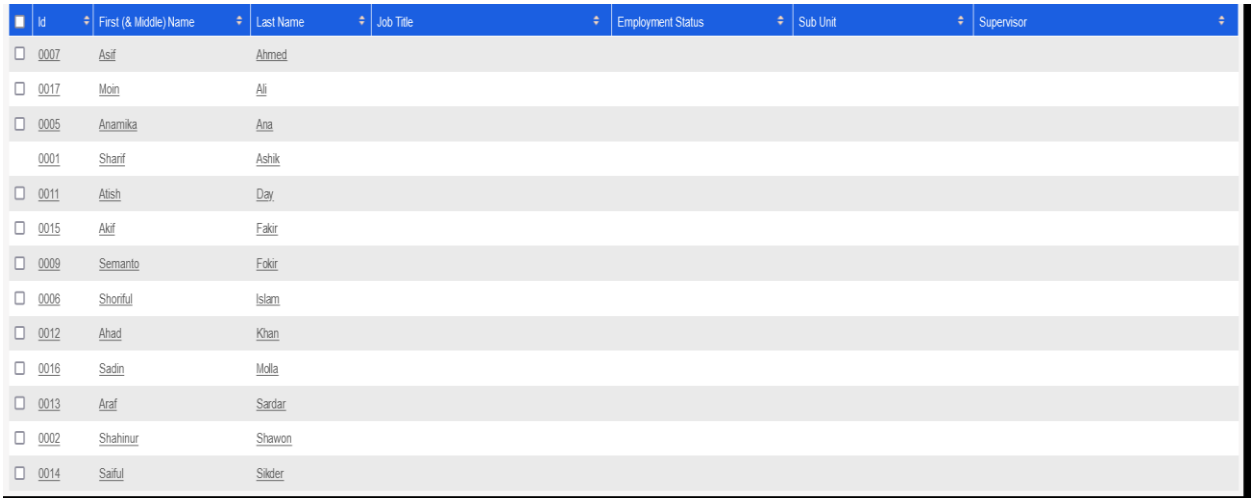



### Admin > Configuration




## PIM Module

### PIM >Employee List



| Id | First (& Middle) Name | Last Name | Job Title | Employment Status | Sub Unit | Supervisor |
|---|---|---|---|---|---|---|
| 0007 | Asif | Ahmed | | | | |
| 0017 | Moin | Ali | | | | |
| 0005 | Anamika | Ana | | | | |
| 0001 | Sharif | Ashik | | | | |
| 0011 | Atish | Day | | | | |
| 0015 | Akif | Fakir | | | | |
| 0009 | Semanto | Fokir | | | | |
| 0006 | Shoriful | Islam | | | | |
| 0012 | Ahad | Khan | | | | |
| 0016 | Sadin | Molla | | | | |
| 0013 | Araf | Sardar | | | | |
| 0002 | Shahinur | Shawon | | | | |
| 0014 | Saiful | Sikder | | | | |

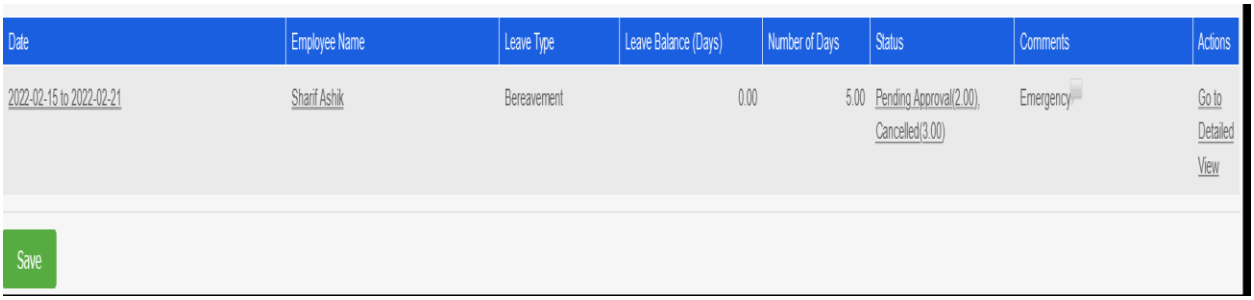
# Leave Module

## Leave > Leave List

| Date | Employee Name | Leave Type | Leave Balance (Days) | Number of Days | Status | Comments | Actions |
|---|---|---|---|---|---|---|---|
| 2022-02-17 to 2022-02-28 | Semanto Fokir | Bereavement | 0.00 | 4.00 | Scheduled(4.00) | | Select Action |
| 2022-02-17 to 2022-02-28 | Semanto Fokir | Bereavement | 0.00 | 4.00 | Cancelled(4.00) | | |
| 2022-02-15 to 2022-02-21 | Sharif Ashik | Bereavement | 0.00 | 5.00 | Cancelled(3.00), Pending Approval(2.00) | Emergency | Go to Detailed View |
| 2022-02-13 to 2022-02-18 | Atish Day | Personal Issue | 0.00 | 4.00 | Scheduled(4.00) | | Select Action |
| 2022-02-03 to 2022-02-10 | Semanto Fokir | Bereavement | 0.00 | 3.00 | Taken(3.00) | | Select Action |
| 2022-01-14 to 2022-01-31 | Anamika Ana | Marriage | 0.00 | 12.00 | Cancelled(12.00) | | |
| 2022-01-18 to 2022-01-31 | Anamika Ana | Marriage | 0.00 | 5.00 | Taken(5.00) | Beyar dawat khita aisen | Select Action |
| 2022-01-12 to 2022-01-20 | Shahinur Shawon | Marriage | 0.00 | 7.00 | Taken(7.00) | | Select Action |
| 2022-01-12 to 2022-01-13 | Anamika Ana | Sick | 0.00 | 2.00 | Cancelled(2.00) | | |
| 2022-01-11 | Anamika Ana | Bereavement | 0.00 | 1.00 | Taken(1.00) | | Select Action |

Save

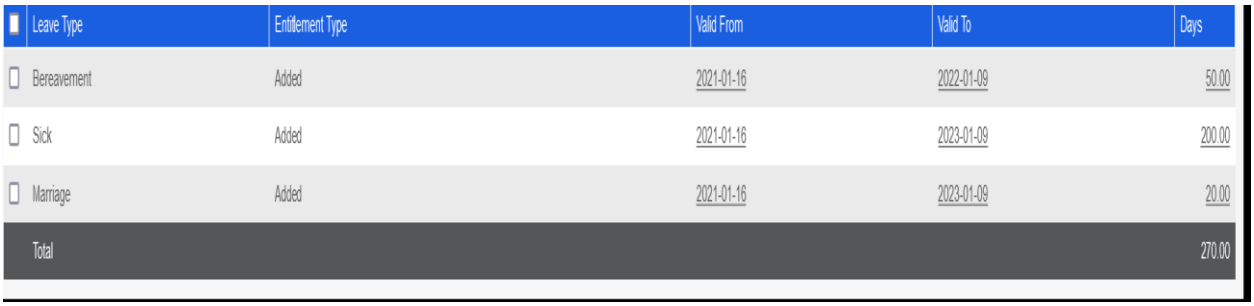
## Leave > My Leave



| Date | Employee Name | Leave Type | Leave Balance (Days) | Number of Days | Status | Comments | Actions |
|---|---|---|---|---|---|---|---|
| 2022-02-15 to 2022-02-21 | Sharif Ashik | Bereavement | 0.00 | 5.00 | Pending Approval(2.00), Cancelled(3.00) | Emergency | Go to Detailed View |

Save

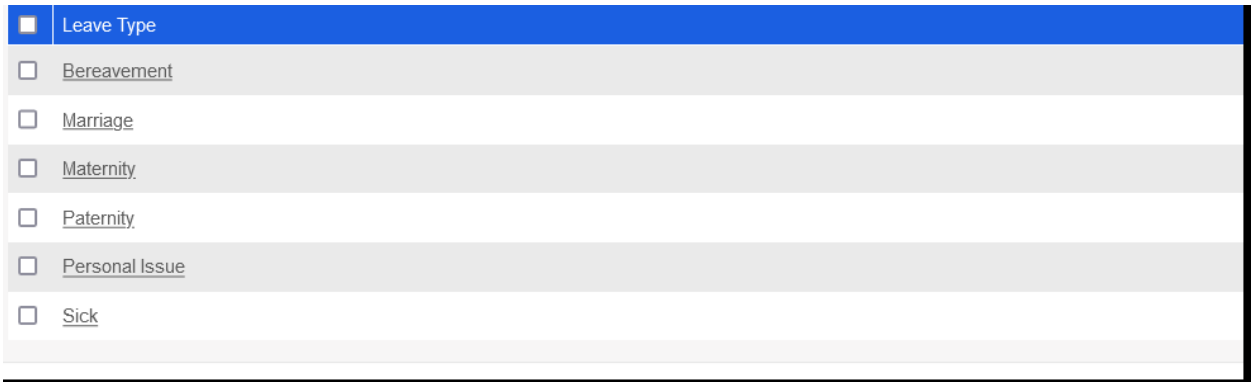
## Leave > Entitlement > My Entitlement



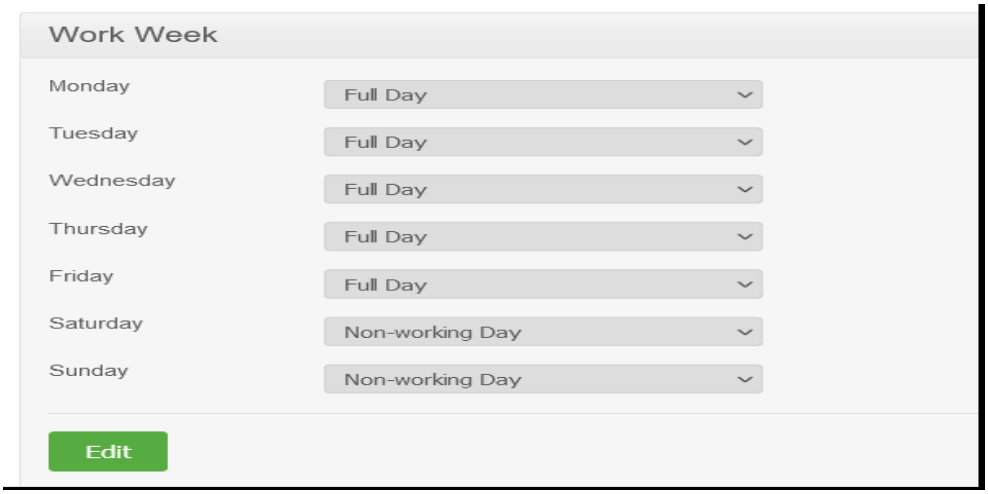
| Leave Type | Entitlement Type | Valid From | Valid To | Days |
|---|---|---|---|---|
| Bereavement | Added | 2021-01-16 | 2022-01-09 | 50.00 |
| Sick | Added | 2021-01-16 | 2023-01-09 | 200.00 |
| Marriage | Added | 2021-01-16 | 2023-01-09 | 20.00 |
| Total | | | | 270.00 |

**Leave > Configure > Leave Period**


**Leave > Configure > Leave Type**




**Leave > Configure > Work Week**



### Leave > Configure > Holidays

| Name | Date | Full Day/Half Day | Repeats Annually |
|---|---|---|---|
| Valentine's Day | 2022-02-14 | Full Day | Yes |
| Birthday | 2022-02-24 | Full Day | No |
| Independent Day | 2022-03-26 | Full Day | Yes |

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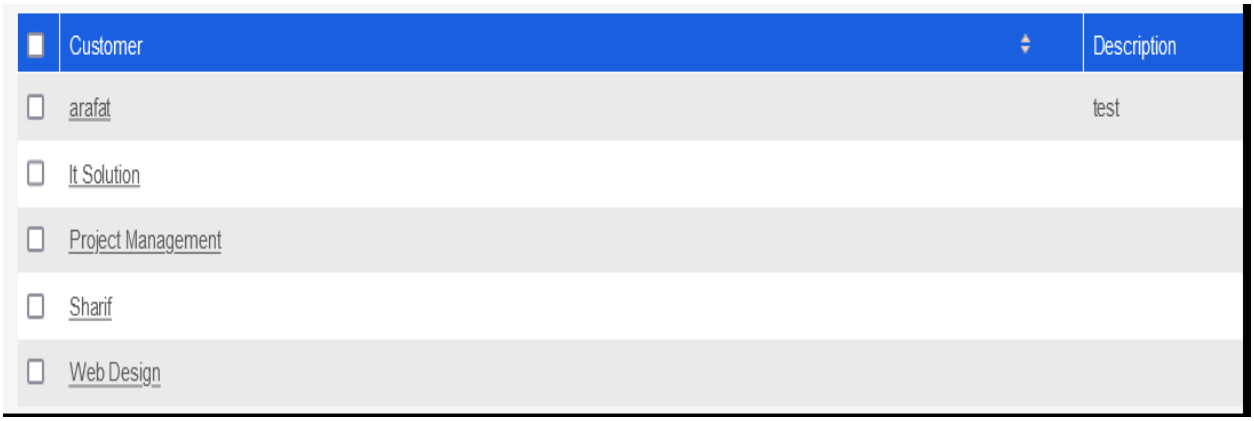
## Time Module

### Time > Attendance > Attendance Record

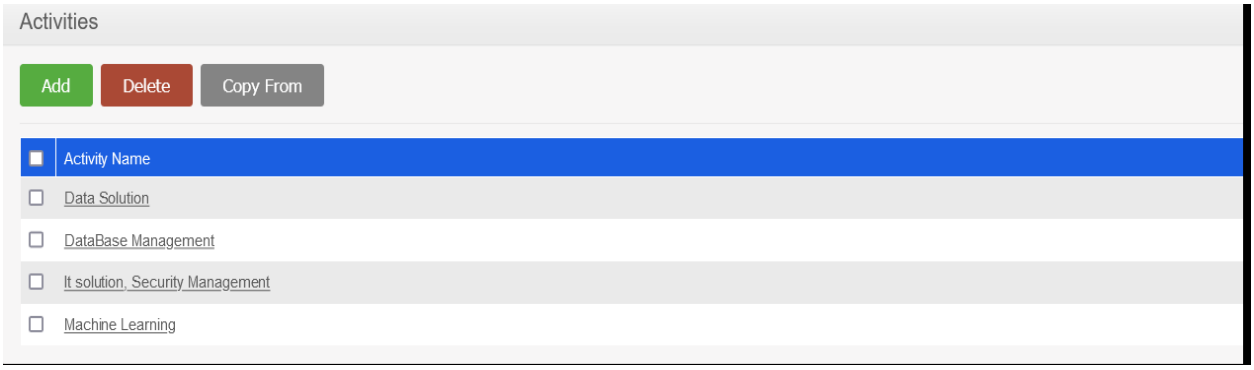
| Employee Name | Punch In | Punch In Note | Punch Out | Punch Out Note | Duration(Hours) | Total |
|---|---|---|---|---|---|---|
| Sharif Ashik | No attendance records to display | | | | --- | --- |
| Shahinur Shawon | No attendance records to display | | | | --- | --- |
| Anamika Ana | No attendance records to display | | | | --- | --- |
| Shoriful Islam | No attendance records to display | | | | --- | --- |
| Asif Ahmed | No attendance records to display | | | | --- | --- |
| Semanto Fokir | No attendance records to display | | | | --- | --- |
| Atish Day | No attendance records to display | | | | --- | --- |
| Ahad Khan | No attendance records to display | | | | --- | --- |
| Araf Sardar | No attendance records to display | | | | --- | --- |
| Saiful Sikder | No attendance records to display | | | | --- | --- |
| Akif Fakir | No attendance records to display | | | | --- | --- |
| Sadin Molla | No attendance records to display | | | | --- | --- |
| Moin Ali | No attendance records to display | | | | --- | --- |

### Time > Project Info> Customer



| Customer | Description |
|---|---|
| arafat | test |
| It Solution | |
| Project Management | |
| Sharif | |
| Web Design | |

## Time > Project Info> Project> Activities




## Time > Project Info> Projects

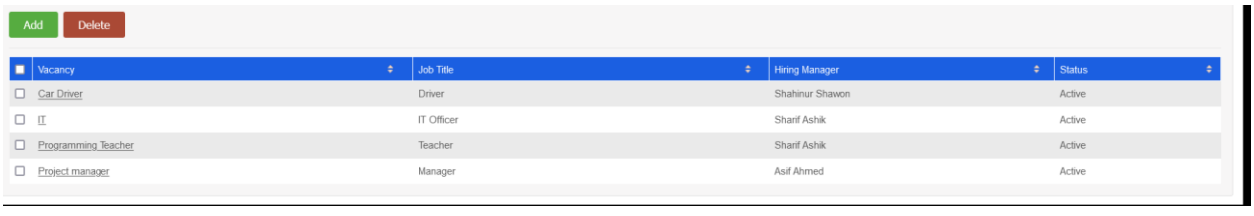
| Customer Name | Project | Project Admins |
|---|---|---|
| Kanta | CCTV camera setup | Asif Ahmed,Semanto Fokir |
| Khokon | Networking | |
| Atish | Web Customize | |

# Recruitment Module

## Recruitment> Candidates

| Vacancy | Candidate | Hiring Manager | Date of Application | Status | Resume |
|---|---|---|---|---|---|
| | Ahad Fakir | | 2022-02-15 | | |
| | sabila Nur | | 2022-02-15 | | |
| | sakib nur | | 2022-02-15 | | |
| IT | Pranto Zaman | Sharif Ashik | 2022-02-15 | Application Initiated | |
| IT | Sagor Fokir | Sharif Ashik | 2022-02-11 | Application Initiated | Download |
| | Sharif Ashik Ishtiak | | 2022-01-05 | | |

## Recruitment> vacancies



# Performance Module

## Performance > configure > KPIs

| Key Performance Indicator | Job Title | Min Rate | Max Rate | Is Default |
|---|---|---|---|---|
| Data Analyst | Sales officer | 5 | 10 | |
| Full stack web development | Web Developer | 2 | 5 | |
| Sales Executive | Sales officer | 3 | 5 | |
| Security | IT Officer | 3 | 5 | |

## Performance > configure > tracker

| Employee | Tracker | Added Date | Modified Date |
|---|---|---|---|
| Anamika Ana | Low | 2022-02-15 | |
| Araf Sardar | general | 2022-02-15 | |
| Atish Day | High | 2022-02-15 | |
| Sharif Ashik | Medium | 2022-02-15 | |

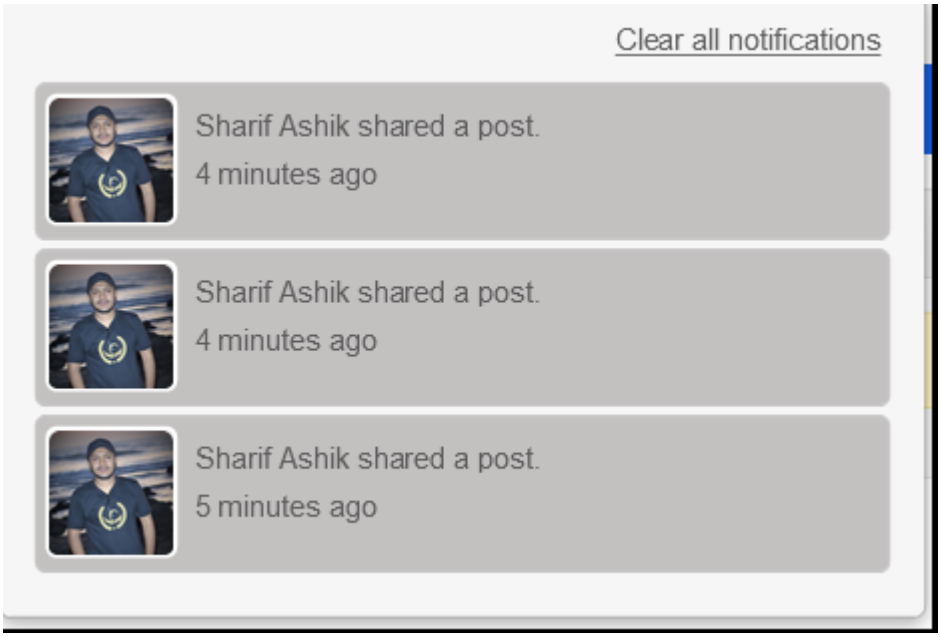
## Performance > Employee tracker

Performance Trackers

| Employee | Tracker | Added Date | Modified Date |
|---|---|---|---|
| Anamika Ana | Low | 2022-02-15 | |
| Araf Sardar | general | 2022-02-15 | |
| Atish Day | High | 2022-02-15 | |
| Sharif Ashik | Medium | 2022-02-15 | |

# Directory Module


# Notification



# Buzz


## Dashboard show pending leave list

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