

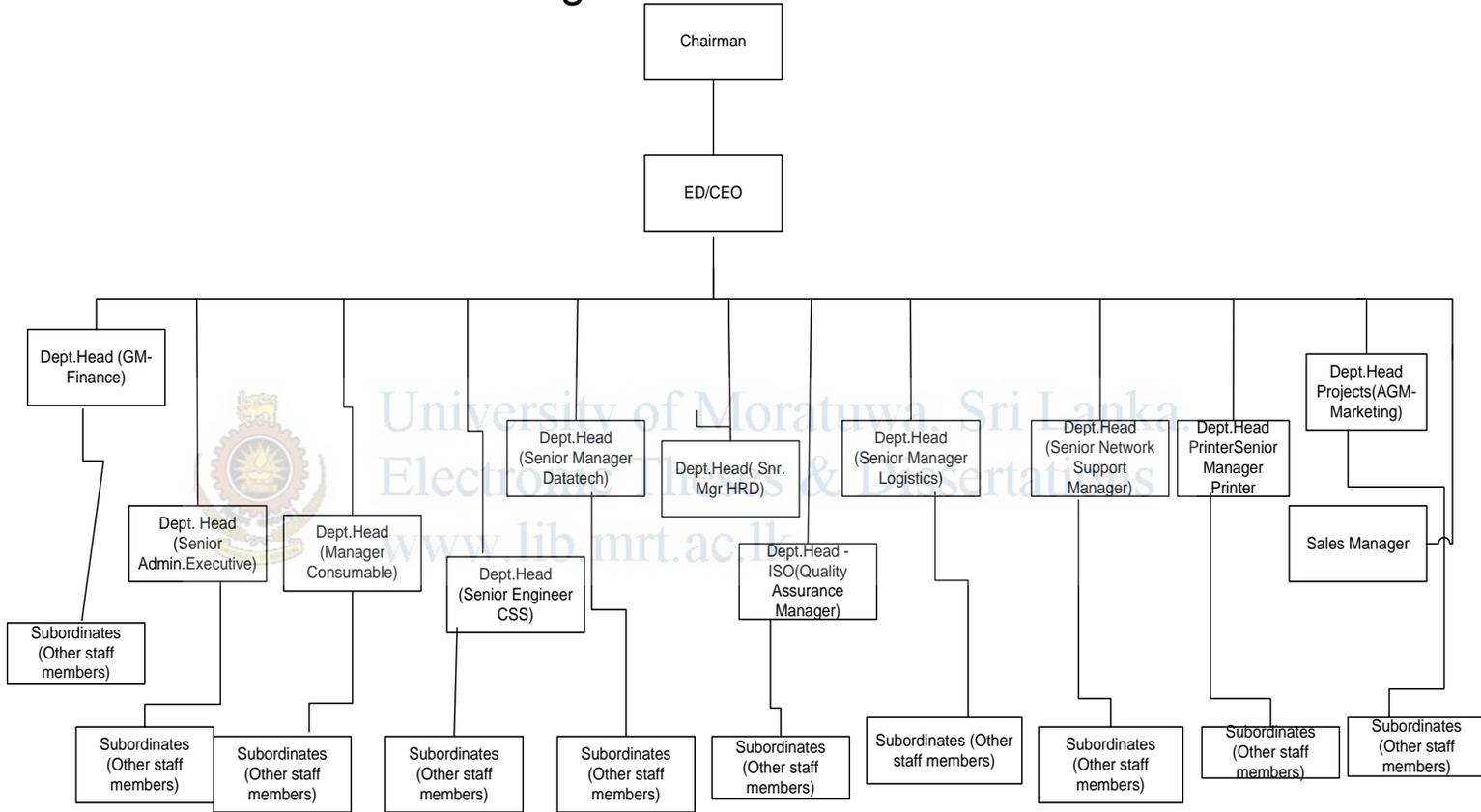
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Organizational Structure



PERFORMANCE APPRAISAL -

CONFIDENTIAL

“ Performance Appraisal gives you an opportunity to discuss how well one performs, the areas one needs to improve, the future plans with regard to one’s career & thereby to improve the work relationship & communication with each other.”

IDENTIFICATION DATA			
Name		EPF No	
Company		Date of Appointment	
Department		Age	
Designation		Grade	

PERFORMANCE EVALUATION (Please refer the guide, for descriptions of criteria & Standards)						
PERFORMANCE CRITERIA	PERFORMANCE STANDARDS	EXCELLENT	VERY GOOD	GOOD	AVERAGE	NEEDS IMPROVEMENT
		<i>Always exceeds the expected level of performance</i>	<i>Always meets & often exceeds the expected level of performance</i>	<i>Always meets & occasionally exceeds the expected level of performance</i>	<i>Meets minimum level of performance</i>	<i>Always below the expected level of performance</i>
1. JOB KNOWLEDGE						
Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>						
2. PLANNING & ORGANIZATION						
Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>						
3. LEADERSHIP						
Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>						
4. COMMUNICATION						
Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>						
5. PROBLEM SOLVING & DECISION MAKING						
Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>						
6. CUSTOMER CARE						
Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>						
7. CREATIVITY & INNOVATION						

Applicable	Not Applicable					
PERFORMANCE CRITERIA	PERFORMANCE STANDARDS	EXCELLENT	VERY GOOD	GOOD	AVERAGE	NEEDS IMPROVEMENT
		<i>Always exceeds the expected level of performance</i>	<i>Always meets & often exceeds the expected level of performance</i>	<i>Always meets & occasionally exceeds the expected level of performance</i>	<i>Meets minimum level of performance</i>	<i>Always below the expected level of performance</i>
8.	SELF MOTIVATION					
Applicable	Not Applicable					
9.	CONDUCT & DISCIPLINE					
Applicable	Not Applicable					
10.	TEAM WORK					
Applicable	Not Applicable					
11.	CONTINUOUS DEVELOPMENT					
Applicable	Not Applicable					
12.	PERFORMANCE UNDER PRESSURE					
Applicable	Not Applicable					

Development Plans	
Promotion at earliest opportunity	<input type="checkbox"/>
Promotion likely within next Three years	<input type="checkbox"/>
Any Changes needed to the Job Description	<input type="checkbox"/>
Transfers	
Transferred to : Department	
: Designation	
Purpose	

OVERALL RATING	
EXCELLENT	Always exceeds the expected level of performance
VERY GOOD	Always meets & often exceeds the expected level of performance
GOOD	Always meets & occasionally exceeds the expected level of performance
MARGINAL	Meets minimum level of performance
NEEDS IMPROVEMENT	Always below the expected level of performance

Date

Signature

PERFORMANCE APPRAISAL -

“ Performance Appraisal gives you an opportunity to discuss how well one performs, the areas one needs to improve, the future plans with regard to one's career & thereby to improve the work relationship & communication with each other.”

CONFIDENTIAL

IDENTIFICATION DATA			
Name		EPF No	
Company		Date of Appointment	
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PERFORMANCE CRITERIA	PERFORMANCE STANDARDS	EXCELLENT <i>Always exceeds the expected level of performance</i>	VERY GOOD <i>Always meets & often exceeds the expected level of performance</i>	GOOD <i>Always meets & occasionally exceeds the expected level of performance</i>	AVERAGE <i>Meets minimum level of performance</i>	NEEDS IMPROVEMENT <i>Always below the expected level of performance</i>
	1. JOB KNOWLEDGE To be knowledgeable of the technical, procedural, & policy aspect of his/her own job function. Understanding of other related functions and business environment as well.	Remarkably knowledgeable & informed even for more senior jobs. Utilize knowledge when ever possible.	Possess very comprehensive knowledge of the job & other related jobs in the department.	Knowledgeable of all the technical, procedural, & policy aspect of his/her own job function.	Possess only the basic job knowledge required for the job.	Do not possess even the basic job knowledge required for the job.
2. PLANNING & ORGANIZATION To prioritize work & manage his/her own time as well as other people' s time to meet deadlines. Well organized in the way the work is done & documents are stored.	Remarkable personal organization & overseeing departmental activities. Excellent in prioritizing work meeting deadlines well ahead.	Very well organized. Knows exactly where the information is stored.	Prioritize work very well. Occasionally finds it difficult to locate information/ Files.	Hardly ever prioritize work. Finds it difficult to locate documents when required.	Thoroughly disorganized & finds it very difficult to prioritize work & to meet deadlines.	<input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable
3. LEADERSHIP To set high standards while sharing the knowledge with others & earning the respect of others. To supervise others in an open and consultative manner & motivating & developing them to meet their full potential. Recognize & rewards good performance.	Extremely good at leading the staff by setting high standards & getting their full potential, sharing knowledge with others & earns the respect of others. Always recognize & rewards good performance.	Capable of motivating & developing others to meet their full potential. Regularly recognize & rewards good performance. Earns the respect of others.	Develop others to meet their full potential. Occasionally recognize & rewards good performance. Earns the respect of others.	Finds it difficult to motivate & develop his/her own staff. Hardly share the knowledge with others.	Incapable of motivating & developing own staff. Demonstrate very poor leadership qualities.	<input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable

Applicable	Not Applicable						
PERFORMANCE CRITERIA	PERFORMANCE STANDARDS	EXCELLENT Always exceeds the expected level of performance	VERY GOOD Always meets & often exceeds the expected level of performance	GOOD Always meets & occasionally exceeds the expected level of performance	AVERAGE Meets minimum level of performance	NEEDS IMPROVEMENT Always below the expected level of performance	
		4. COMMUNICATION To express ideas verbally & in writing clearly & firmly. To persuade & convince others by speech & listen to other peoples ideas attentively.	Excellent communication skills. Is able to present confidently, even in large groups & persuade others.	Is a very clear communicator. Is able to express complex ideas in simple English.	Manage to express ideas firmly & Clearly.	Find it difficult to express ideas. Lacks clarity & confidence in communication.	Very reluctant to communicate with others & even if communicates very hard to understand.
Applicable	Not Applicable						
PERFORMANCE CRITERIA	PERFORMANCE STANDARDS	5. PROBLEM SOLVING & DECISION MAKING To succeed with innovative solutions & recommendations to improve organizational systems. To take effective decisions on time.	Always proactive. Professionally deal with complicating issues. Always come out with creative & effective solutions.	Most of the time anticipates problems in advance. Efficiently handle complex issues. Come out with effective solutions.	Occasionally anticipate problems. Complex issues can be managed.	Often reacts to events. Finds it difficult to deal with complex issues. Often come out with inadequate solutions.	Always reactive. Solutions are mostly superficial & insufficient.
		6. CUSTOMER CARE To respond positively, politely & urgently when dealing with outsiders & own staff, even in difficult situations. Willing to go an extra mile in all dealings. Take a positive interest in building relationships with Internal & external customers.	Always willing to go an extra mile when dealing with outsiders & own staff & takes a positive interest in building good relationships. Even in a difficult situation respond positively, politely & urgently.	Respond positively, politely & urgently. More often willing to do more than what is expected. More often build a good relationship with internal & external customers.	Always respond positively, politely & urgently in all dealings. Occasionally build a good relationship with internal & external customers.	Service provided to the customers & other departments are to a minimum level. No focus in building a relationship with others.	Always prone to offends & complaints. Demonstrate disrespect & disinterest.
Applicable	Not Applicable						
PERFORMANCE CRITERIA	PERFORMANCE STANDARDS	7. CREATIVITY & INNOVATION To find new ways of doing things by questioning traditional methods in order to increase the productivity of individuals, systems, & organization.	Always come out with excellent ideas to simplify the work process, to bring down the cost by questioning the standard methods in practice.	More often come out with new ideas by questioning the standard methods in practice to improve the productivity.	Sometimes come out with very innovative ideas in terms of productivity.	Very rarely come out with innovative ideas.	Always tend to follow the standard methods in practice.
		8. SELF MOTIVATION To work energetically & enthusiastically. To face new situation with confidence, even in the face of frustration. Demonstrate commitment to Metropolitan & seek opportunities for self development & additional work responsibilities.	Very energetic & enthusiastic & Committed to Metropolitan. Always seek opportunities for self-development. Dependable in any situation.	Energetic & show commitment to Metropolitan Willing to take additional work responsibilities. Mostly dependable.	Committed to Metropolitan.. Occasionally dependable.	Barely committed to Metropolitan & very reluctant to take additional work responsibilities. Not very dependable.	Not at all committed to Metropolitan never take additional work responsibilities. In no way dependable.
Applicable	Not Applicable						

Appendix-IV



KEY RESULT AREA –

IDENTIFICATION DATA			
Name		EPF No	
Company		Date of Appointment	
Department		Age	
Designation		Grade	

PERFORMANCE EVALUATION-KEY RESULT AREA			
Key Result Areas *Goals to be achieved to the accomplishment of team, departmental and corporate objectives	Weightage 1-100%	Grading Scale	Actual Grade
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	Total average points	=	

Departmental Head/CEO

Date:-----

Name and Signature:.....

Appendix-IX

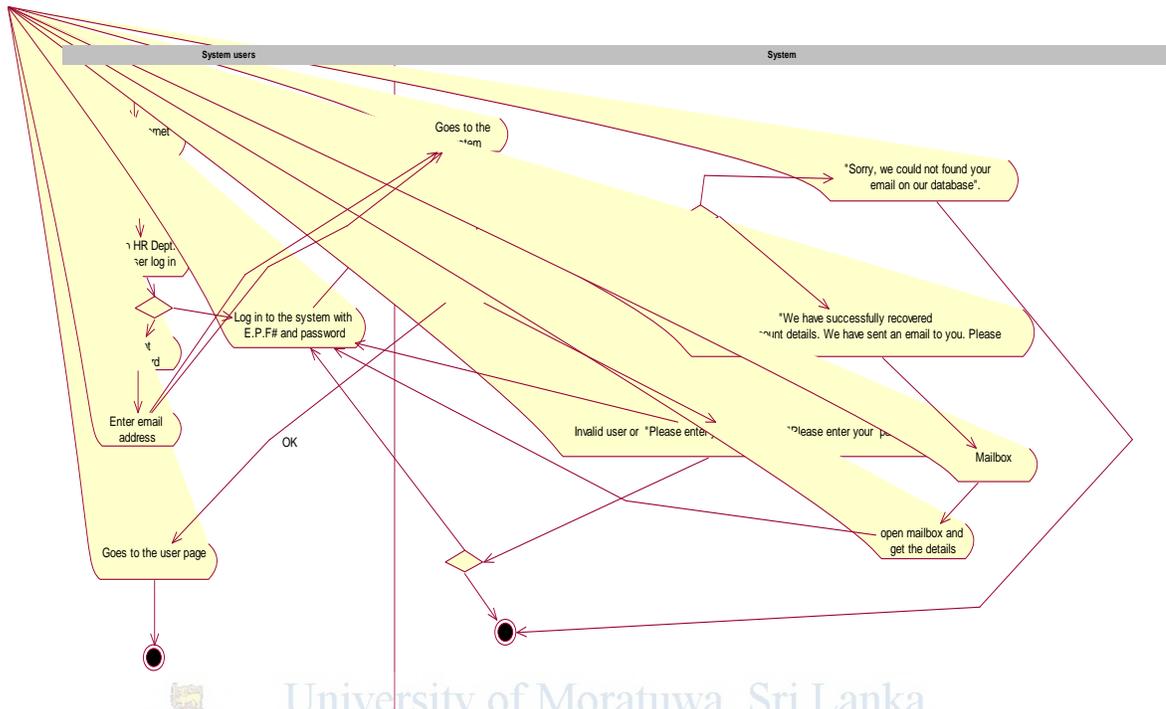
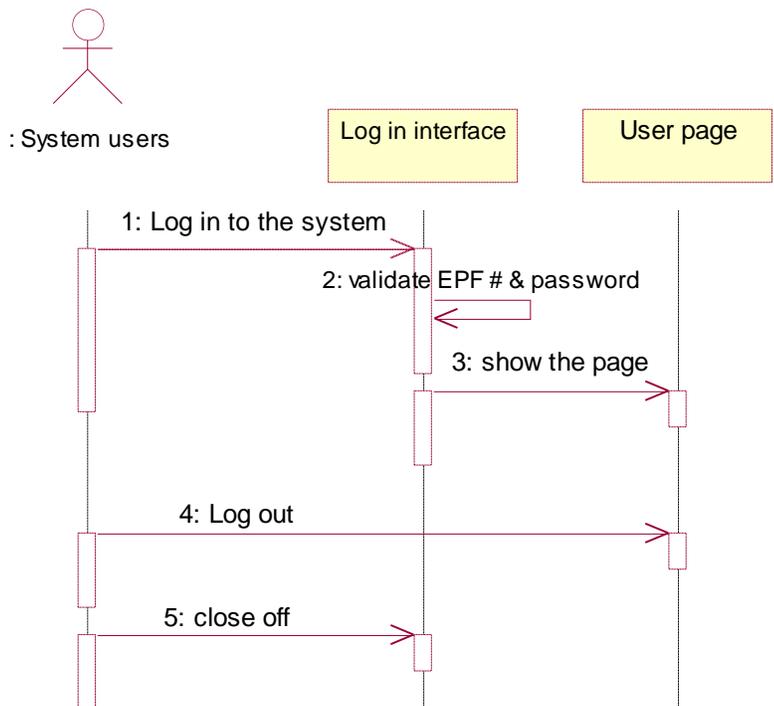


Figure 1: Activity diagram for log in user for proposed system



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Figure 2: Sequence diagram for log in user for proposed system

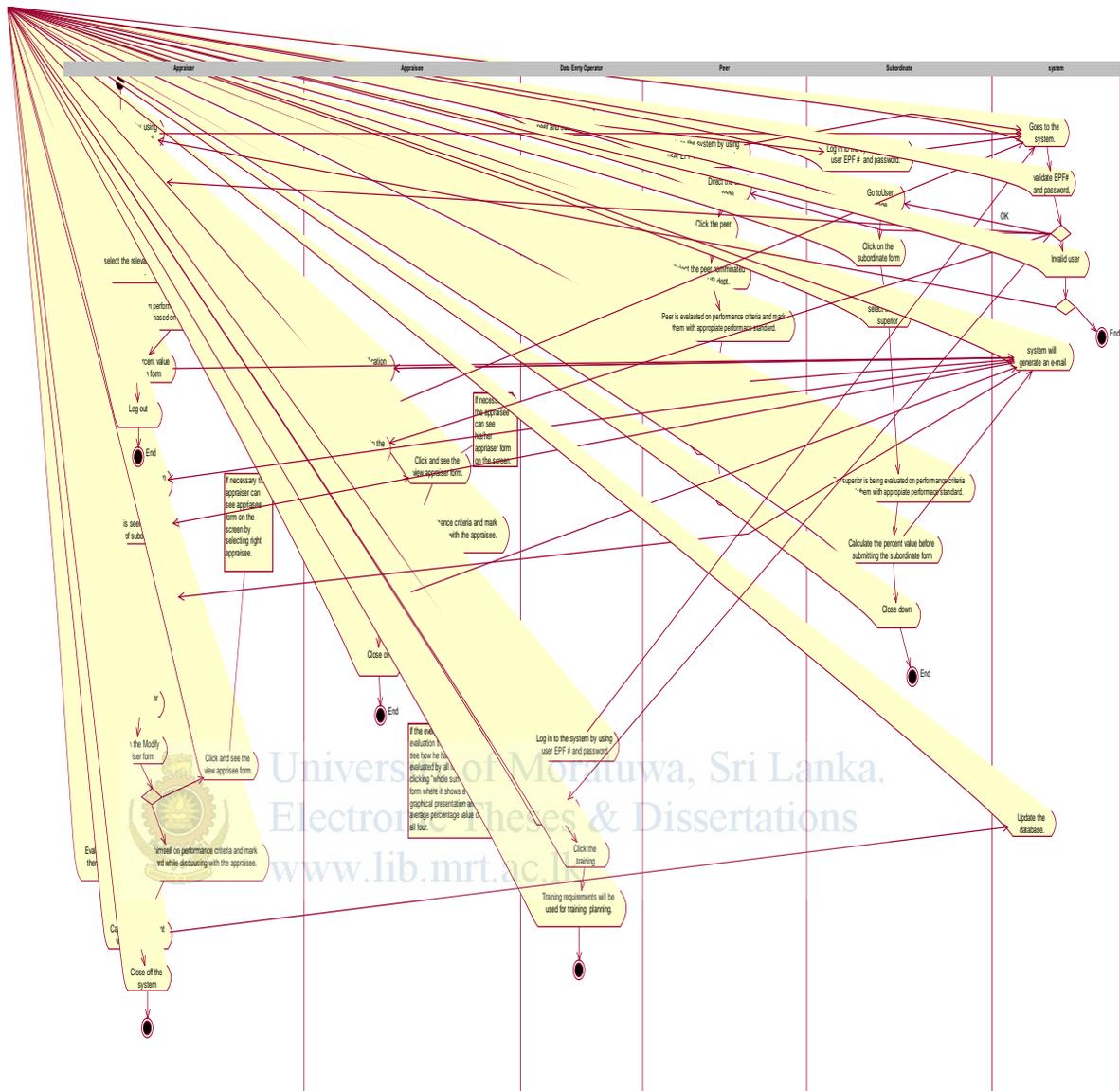


Figure 3: Activity diagram for evaluation performance for proposed system

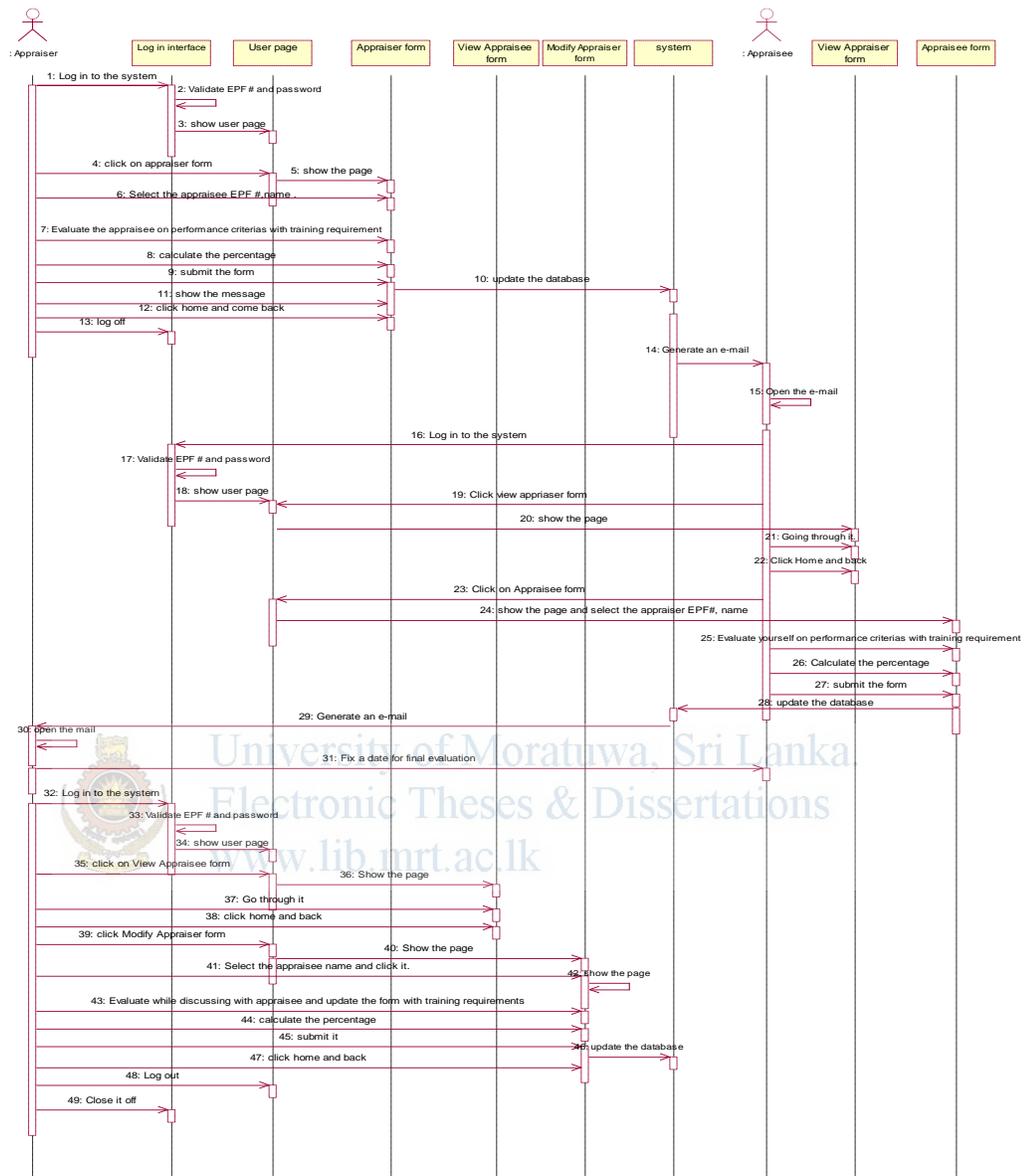


Figure 4: Sequence diagram for performance evaluation by appraiser and appraisee

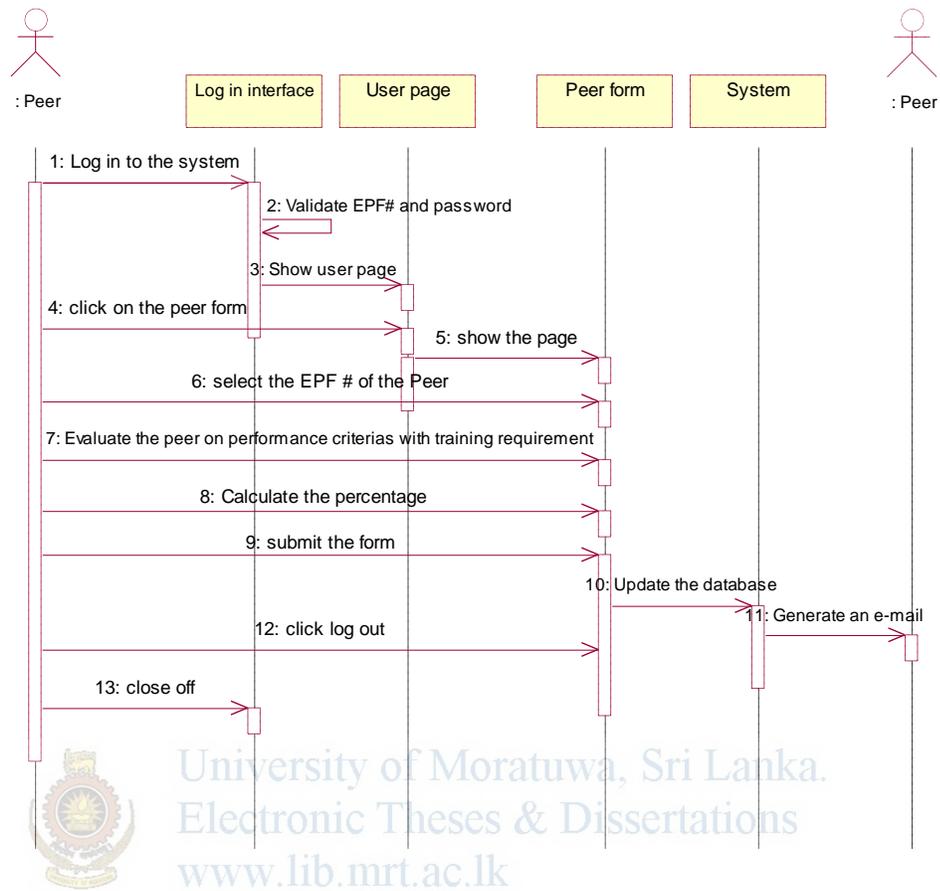
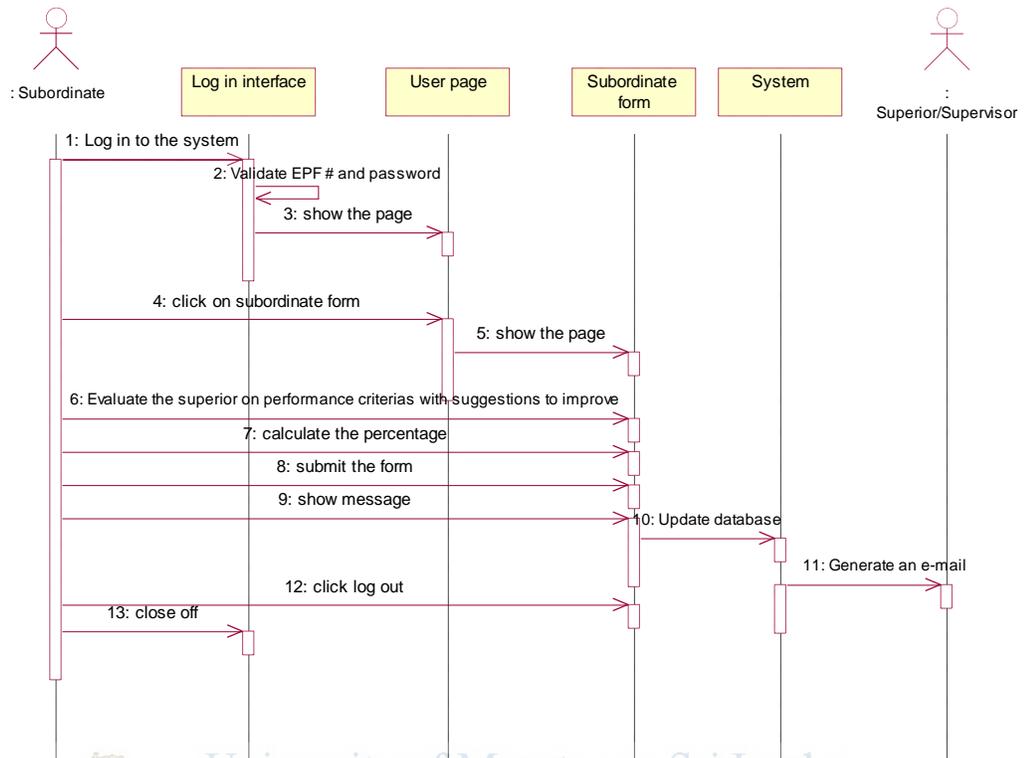


Figure 5: Sequence diagram for performance evaluation by peer




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Figure 6: Sequence diagram for performance evaluation by subordinate

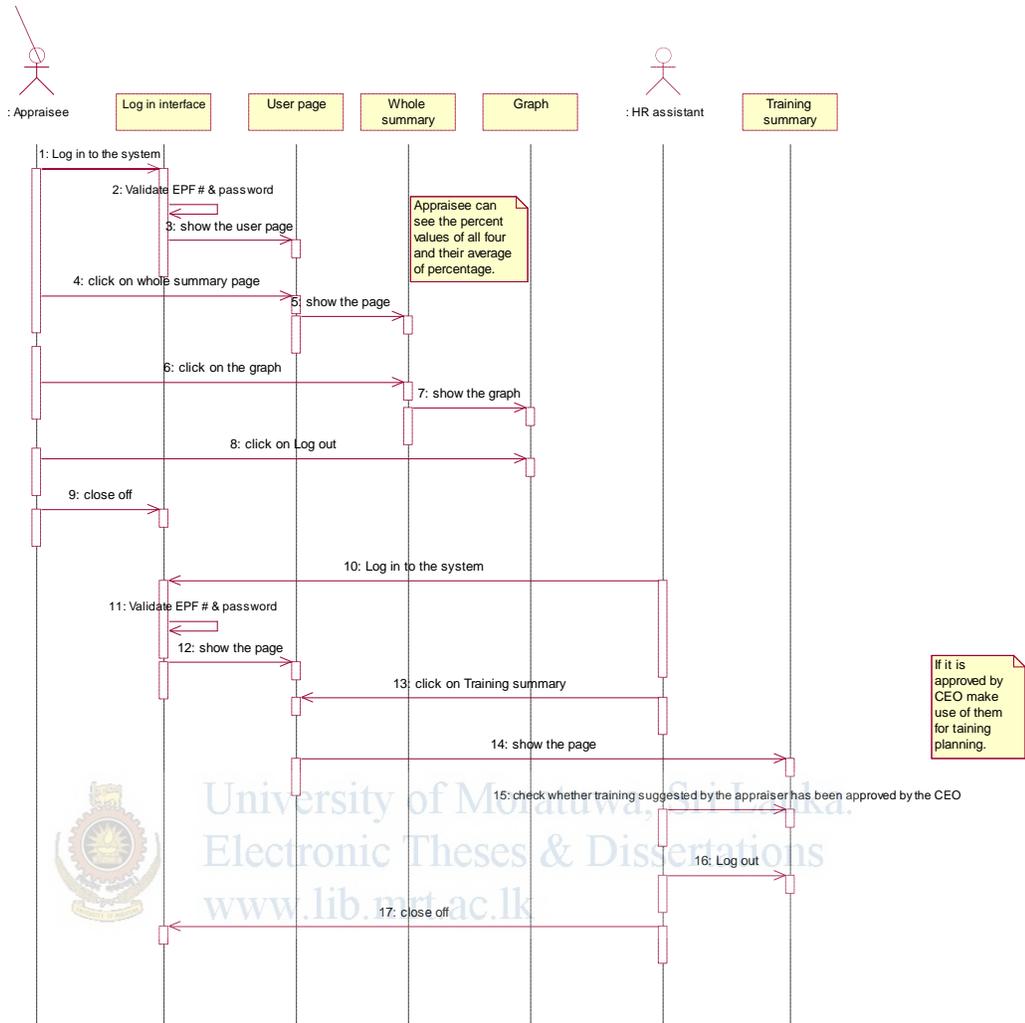


Figure 7: Sequence diagram for performance evaluation's whole summary and training requirements.

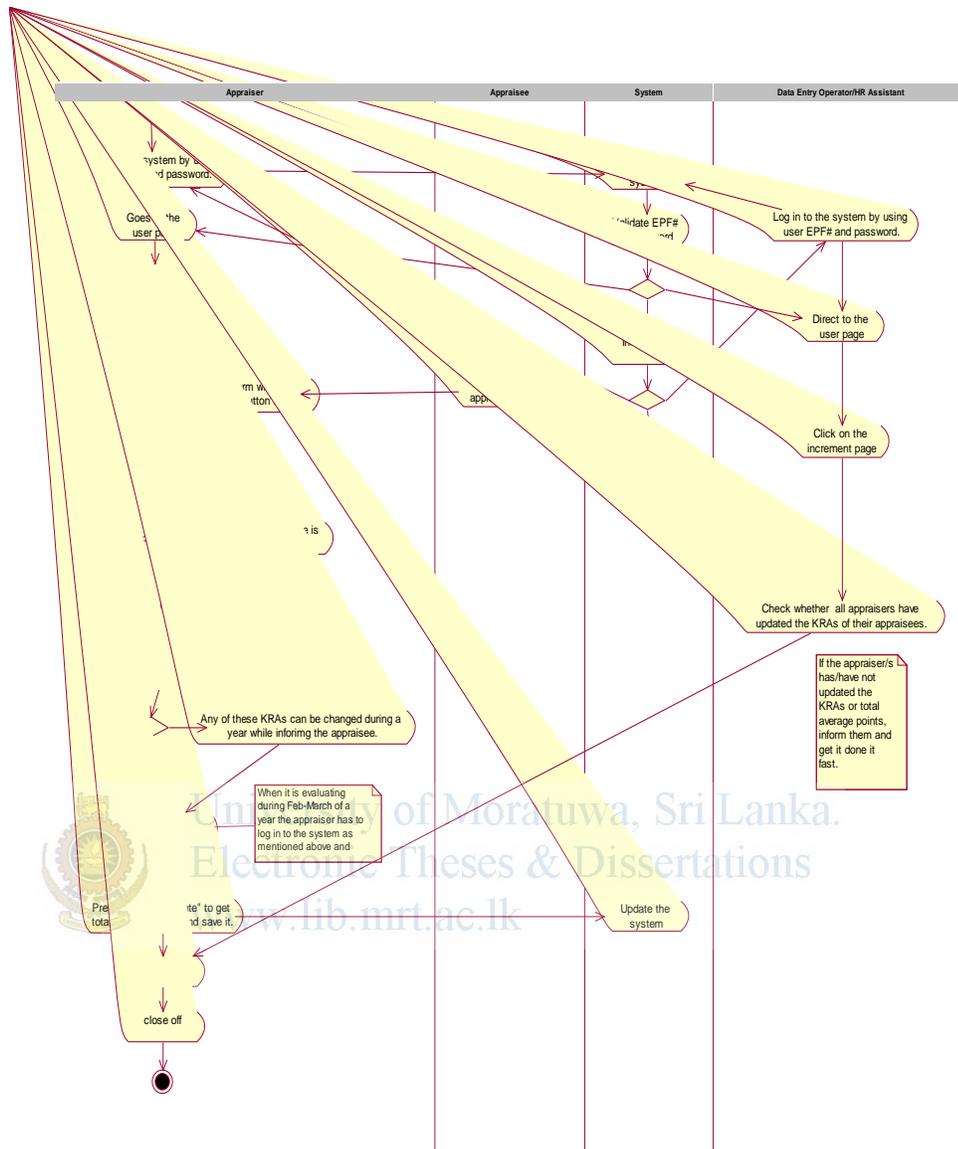


Figure 8: Activity diagram for allocating key result area for proposed system

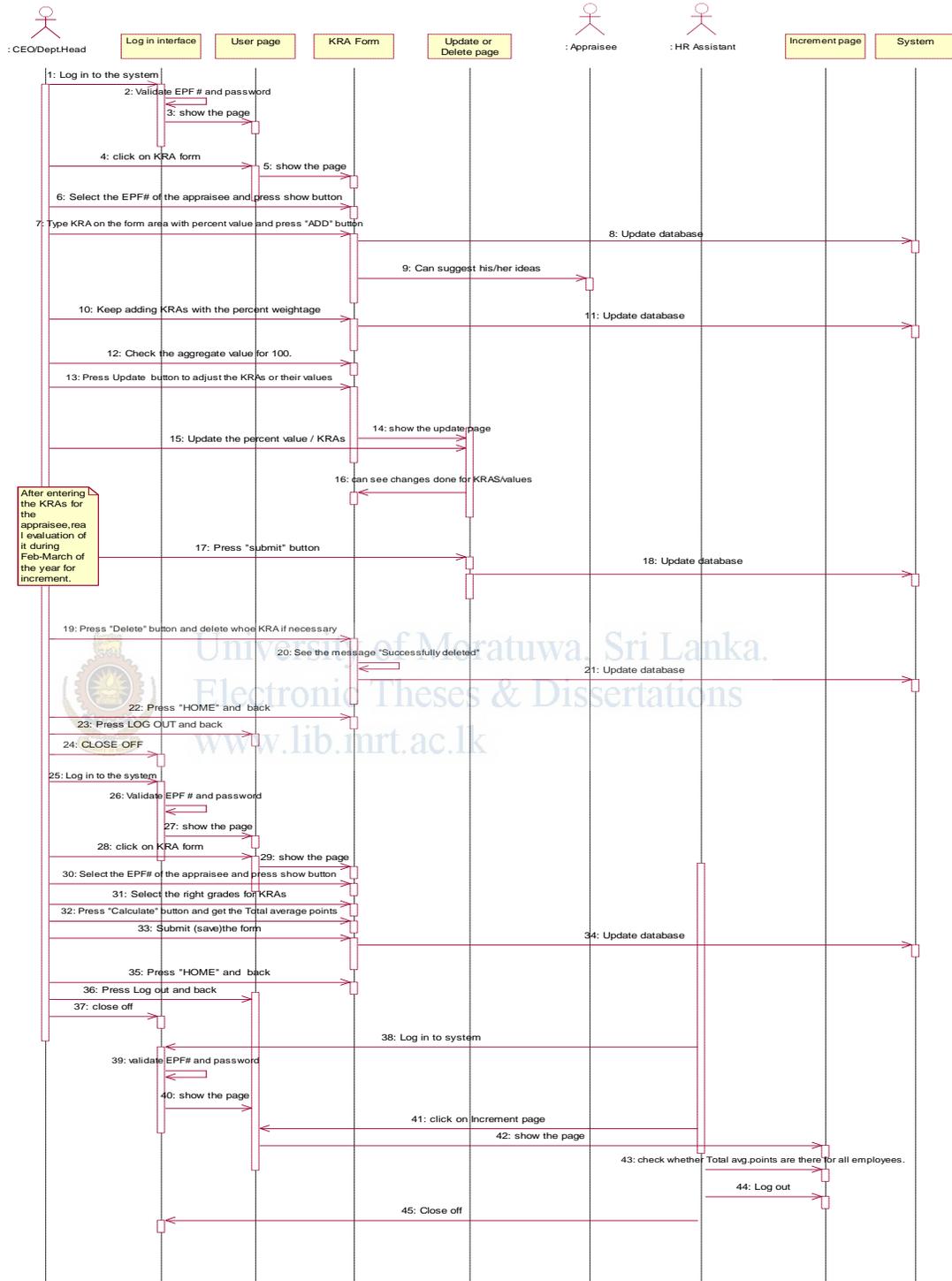


Figure 9: Sequence diagram for allocating key result area for proposed system

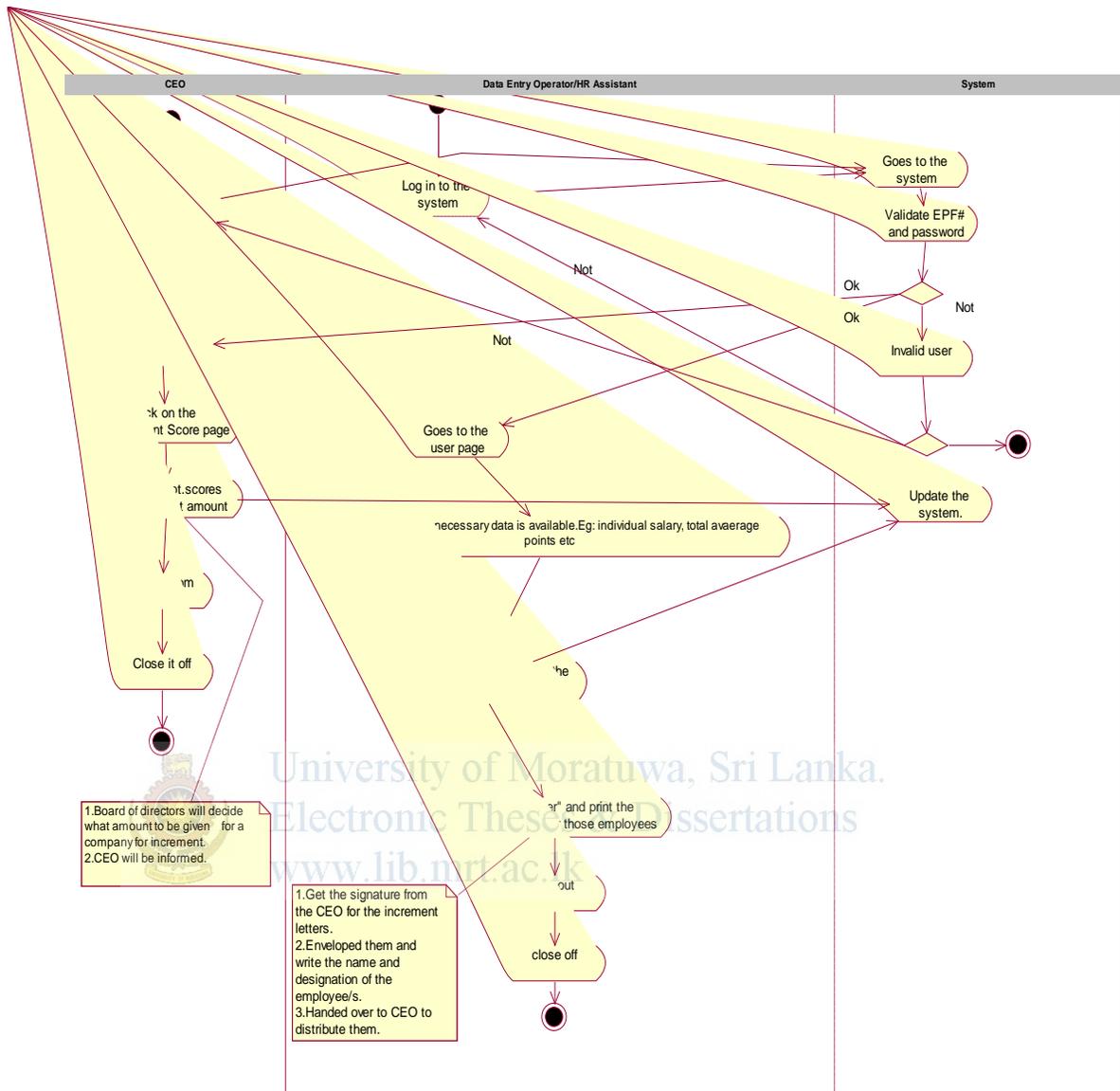


Figure 10: Activity diagram for allocating increment for proposed system

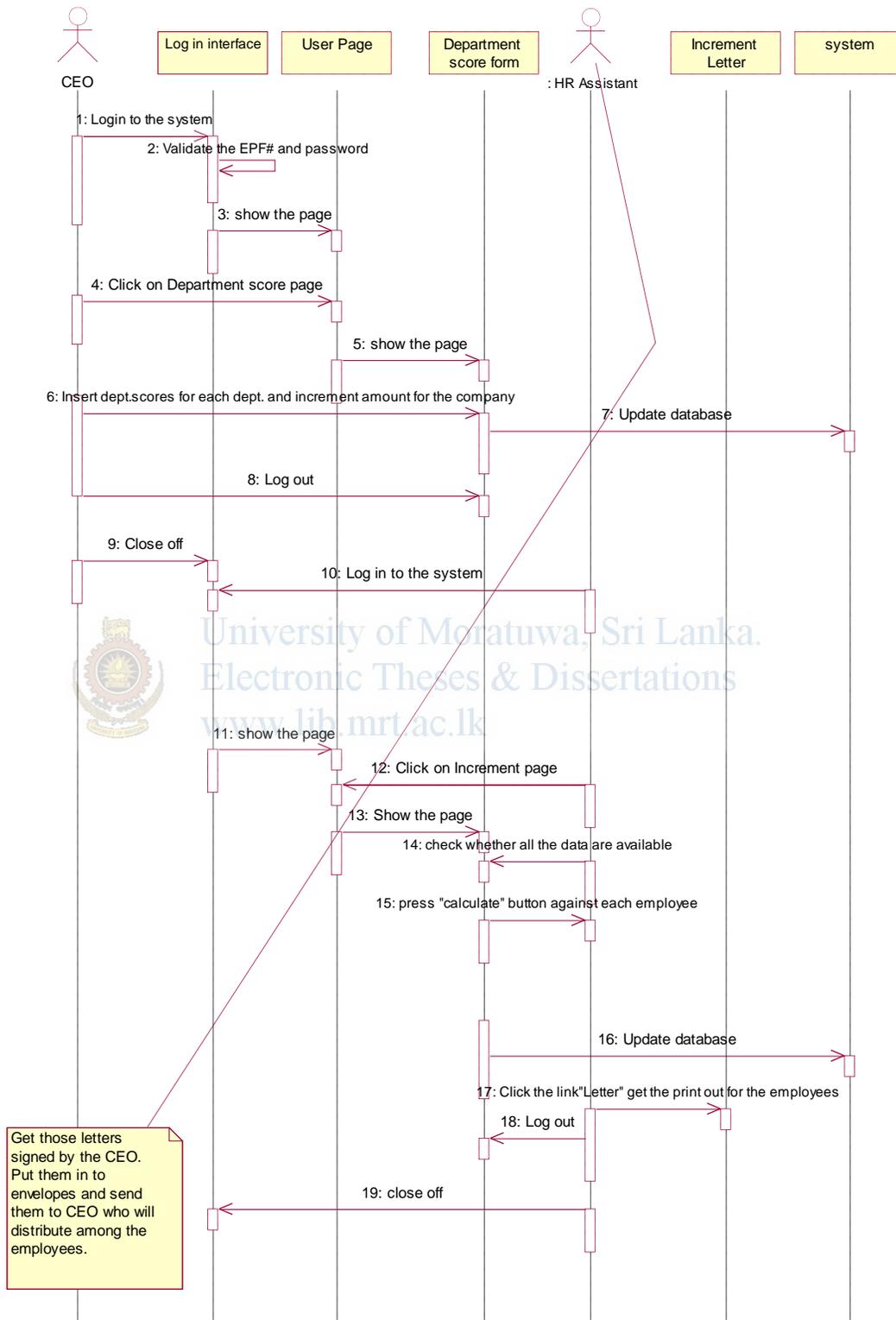


Figure 11: Sequence diagram for allocating increment for proposed system

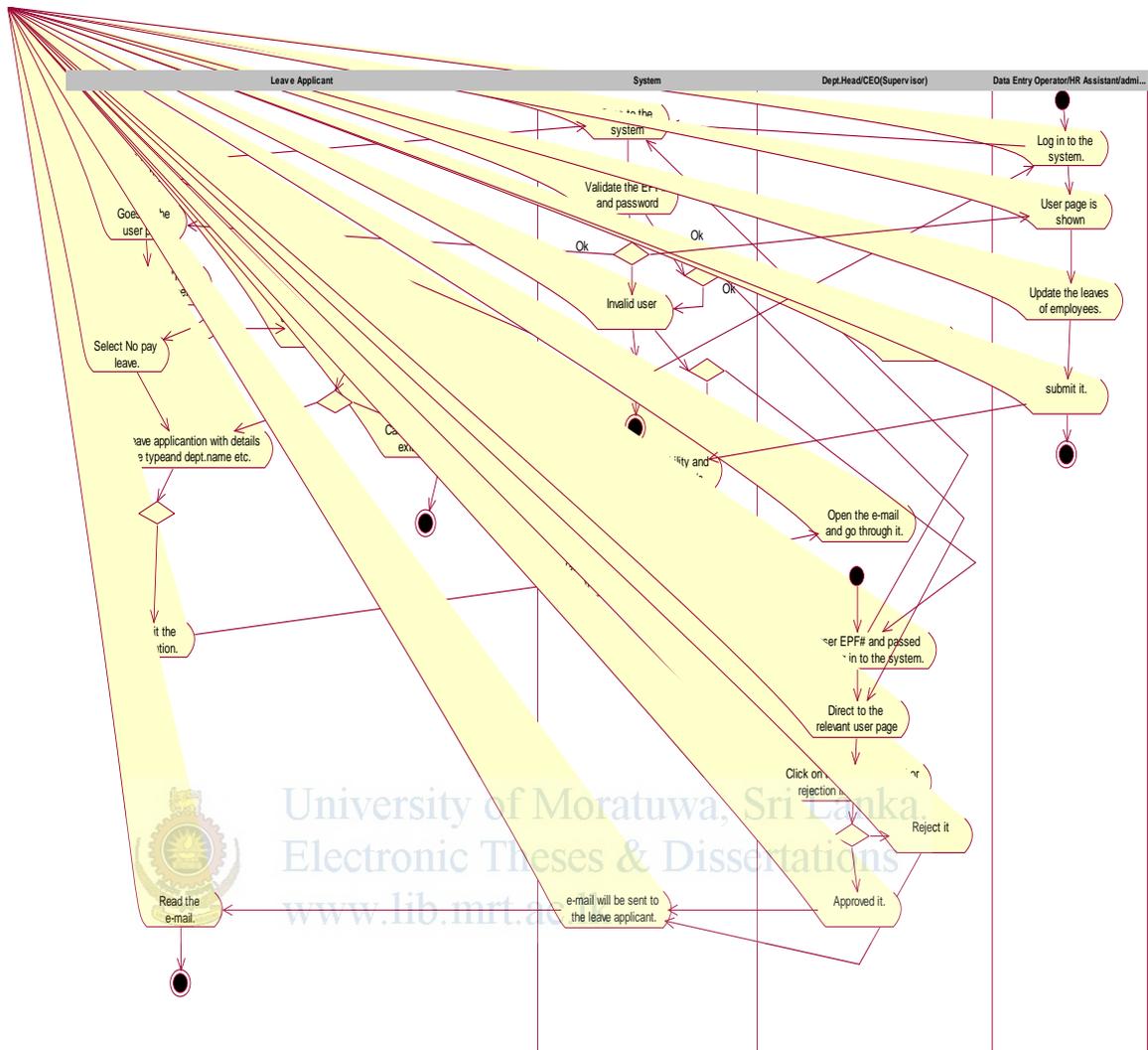


Figure 12: Activity diagram for applying leave for proposed system

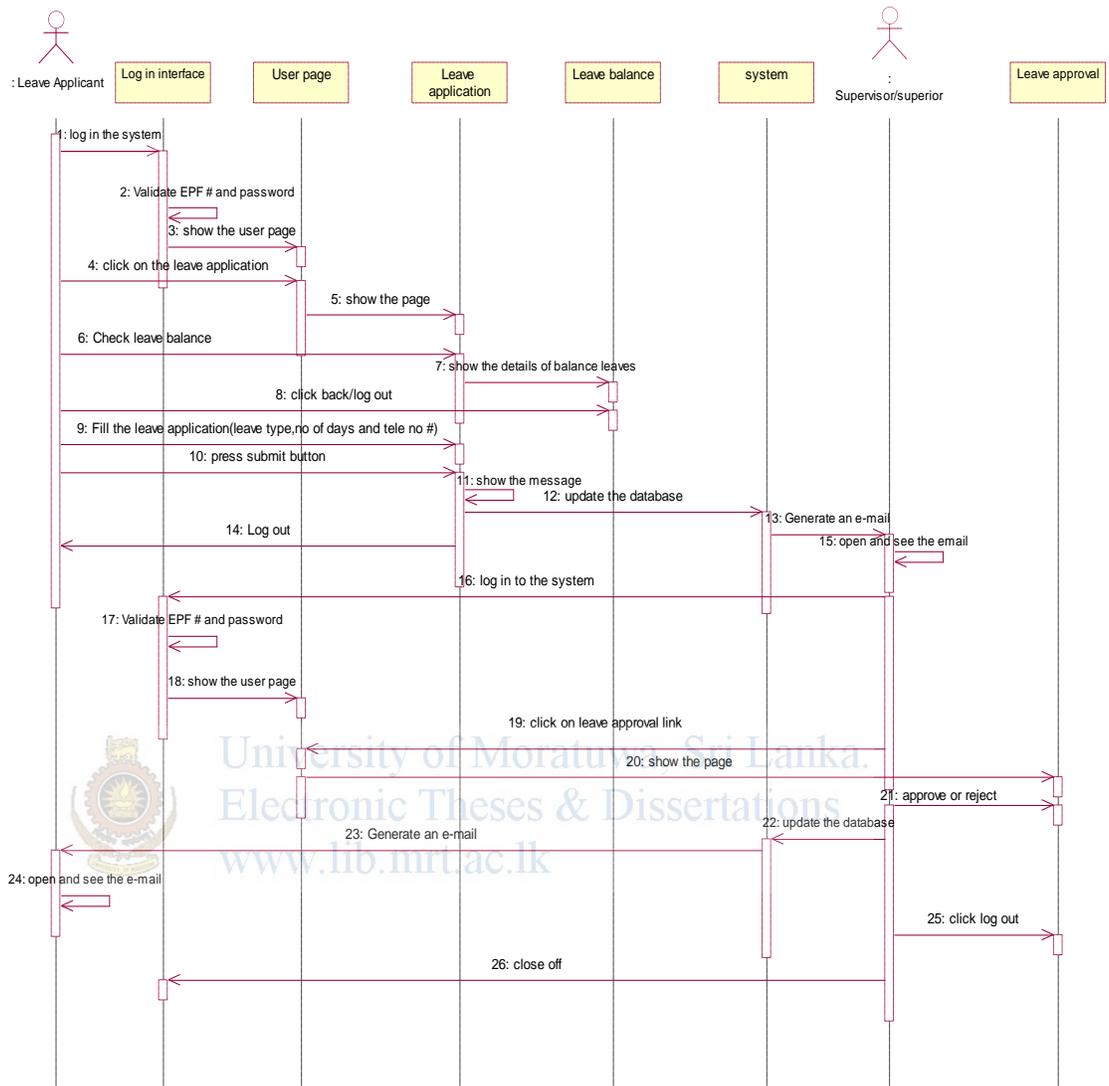


Figure 13: Sequence diagram for applying leave for proposed system.

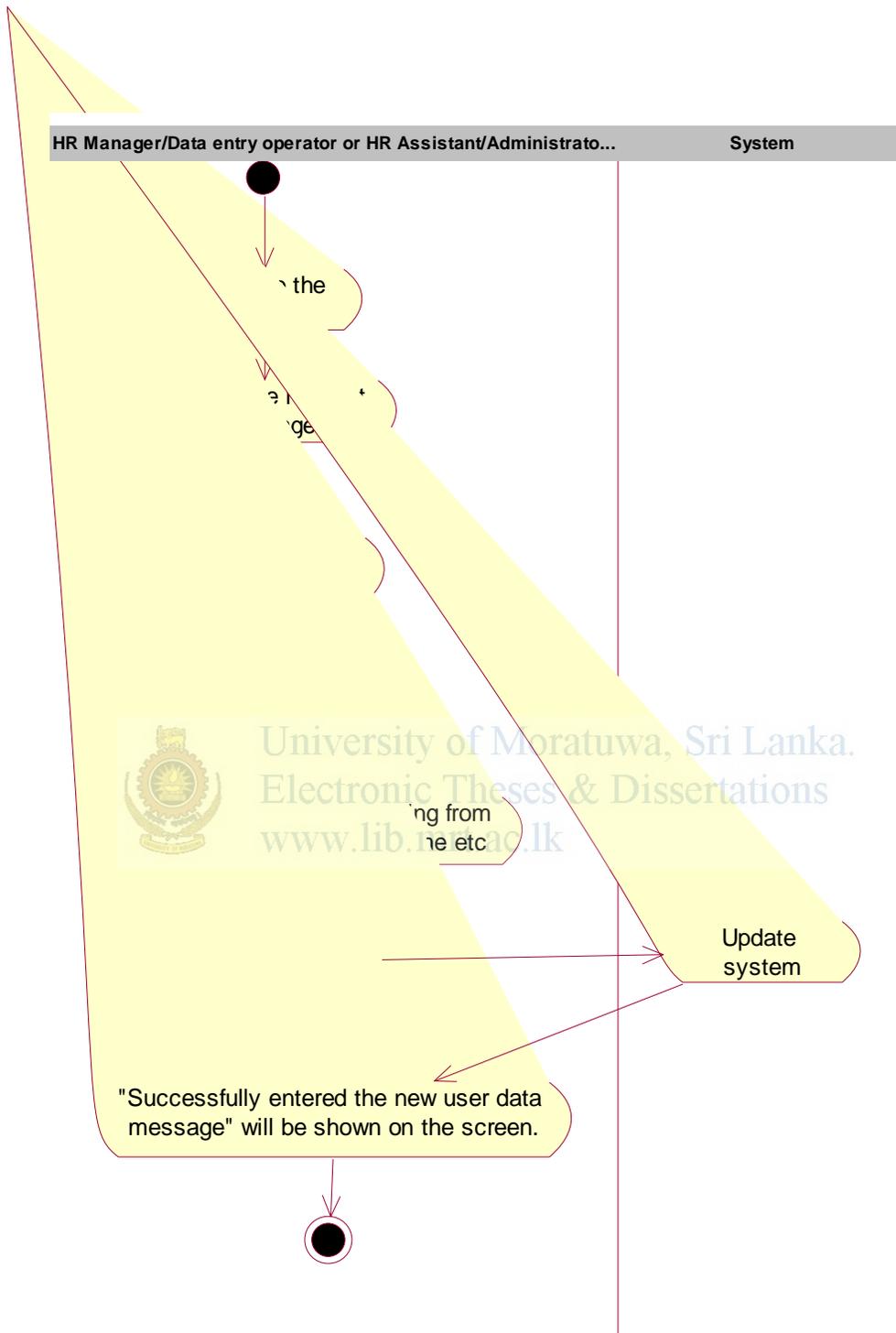


Figure 14: Activity diagram for enter new user for proposed system for managing user use case.

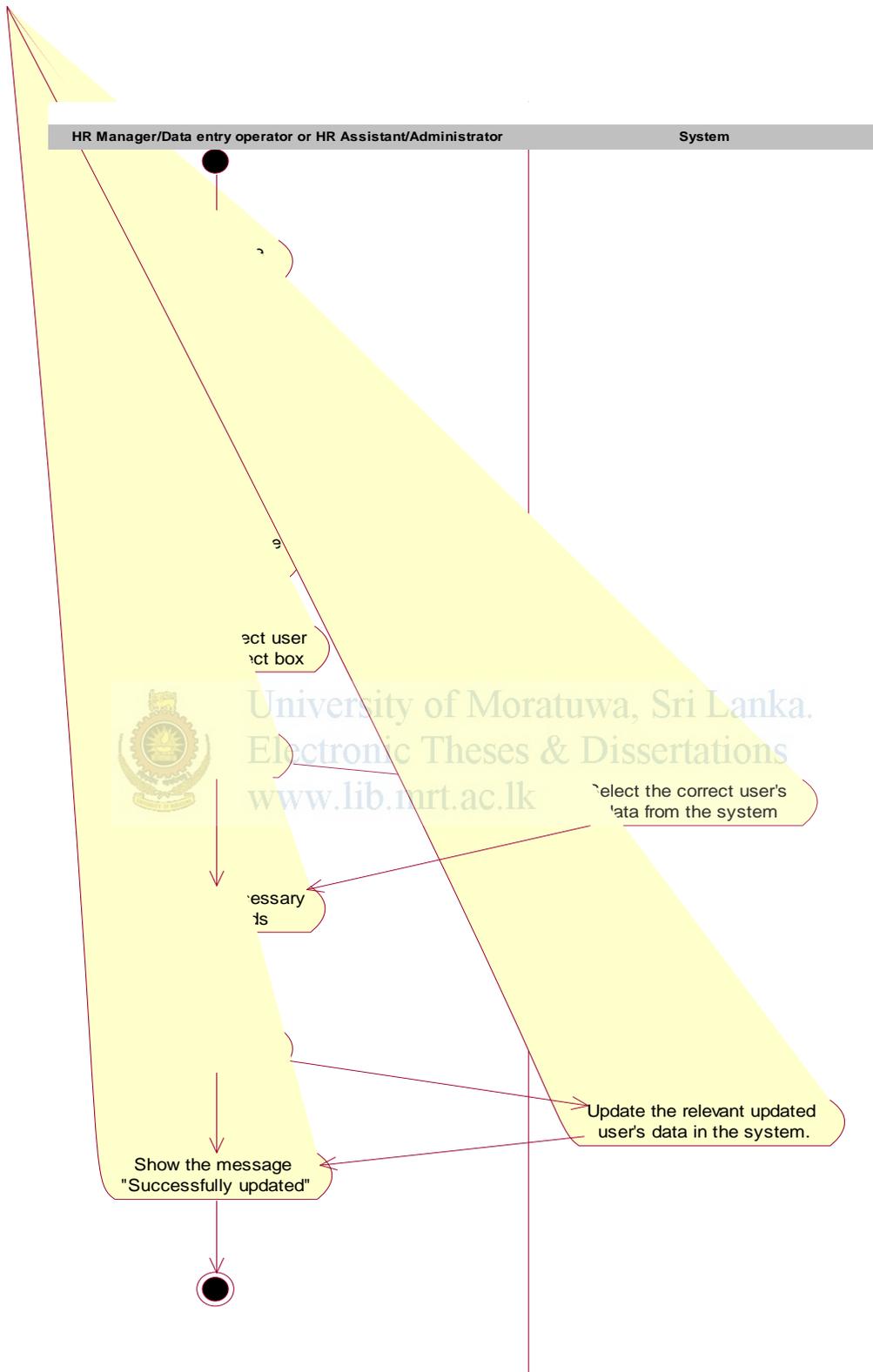


Figure 15: Activity diagram for update user for proposed system for managing user use case.

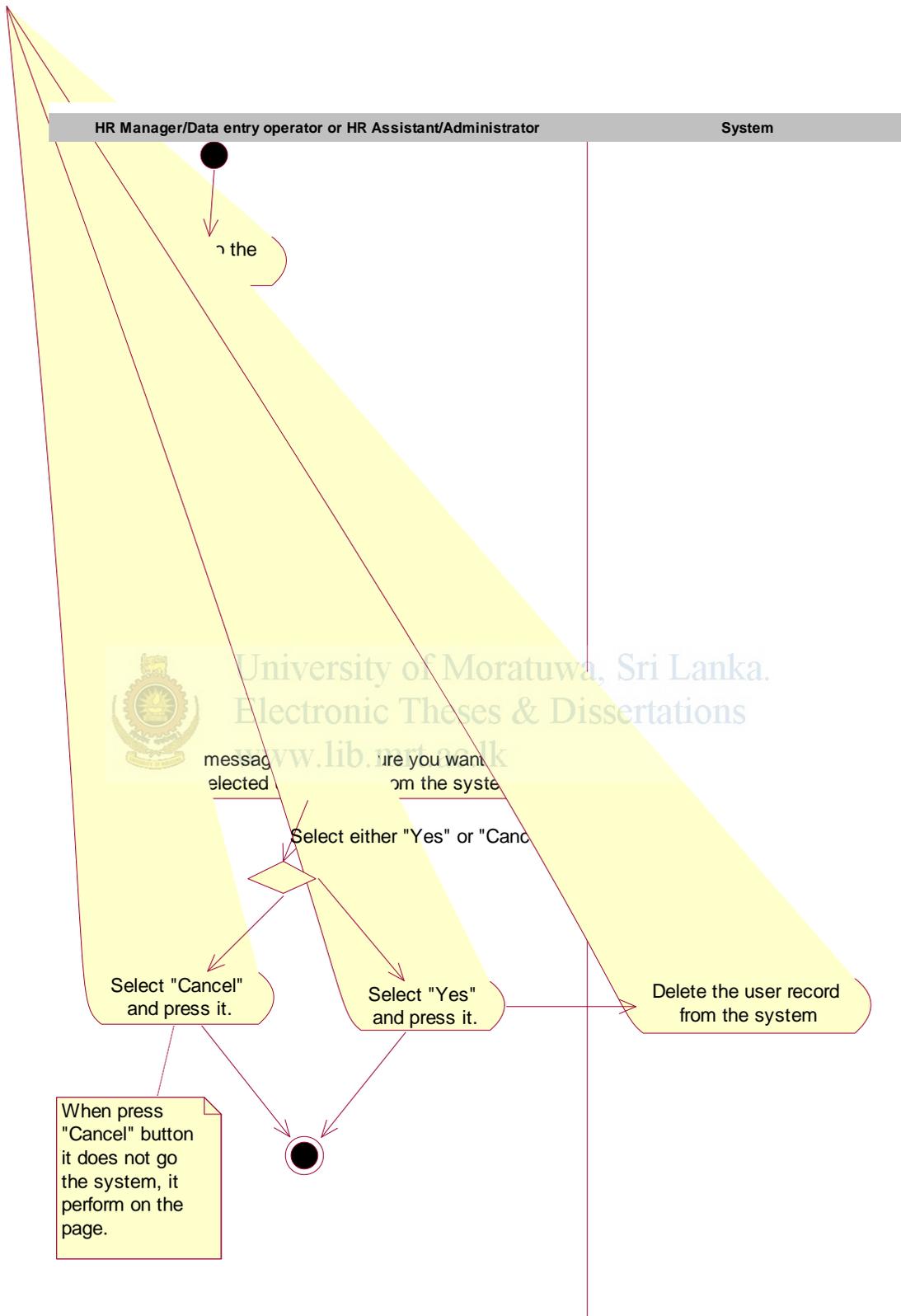
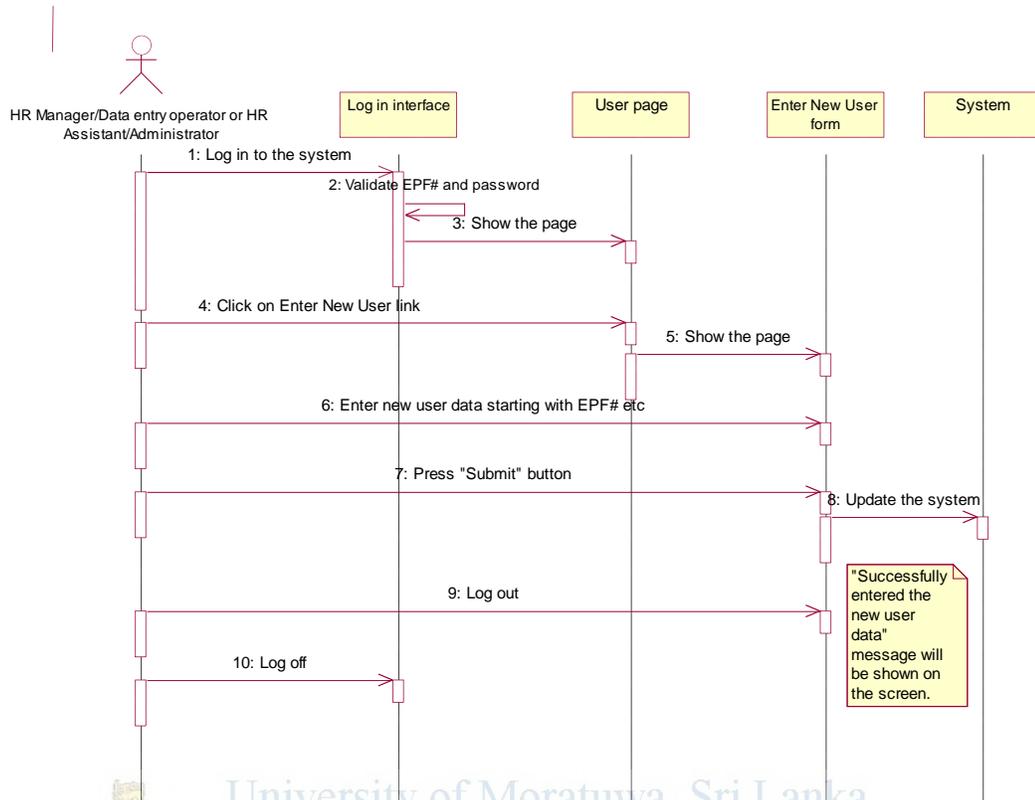


Figure 16: Activity diagram for delete user for proposed system for managing user use case.



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Figure 17: Sequence diagram for enter new user for proposed system for managing user use case.

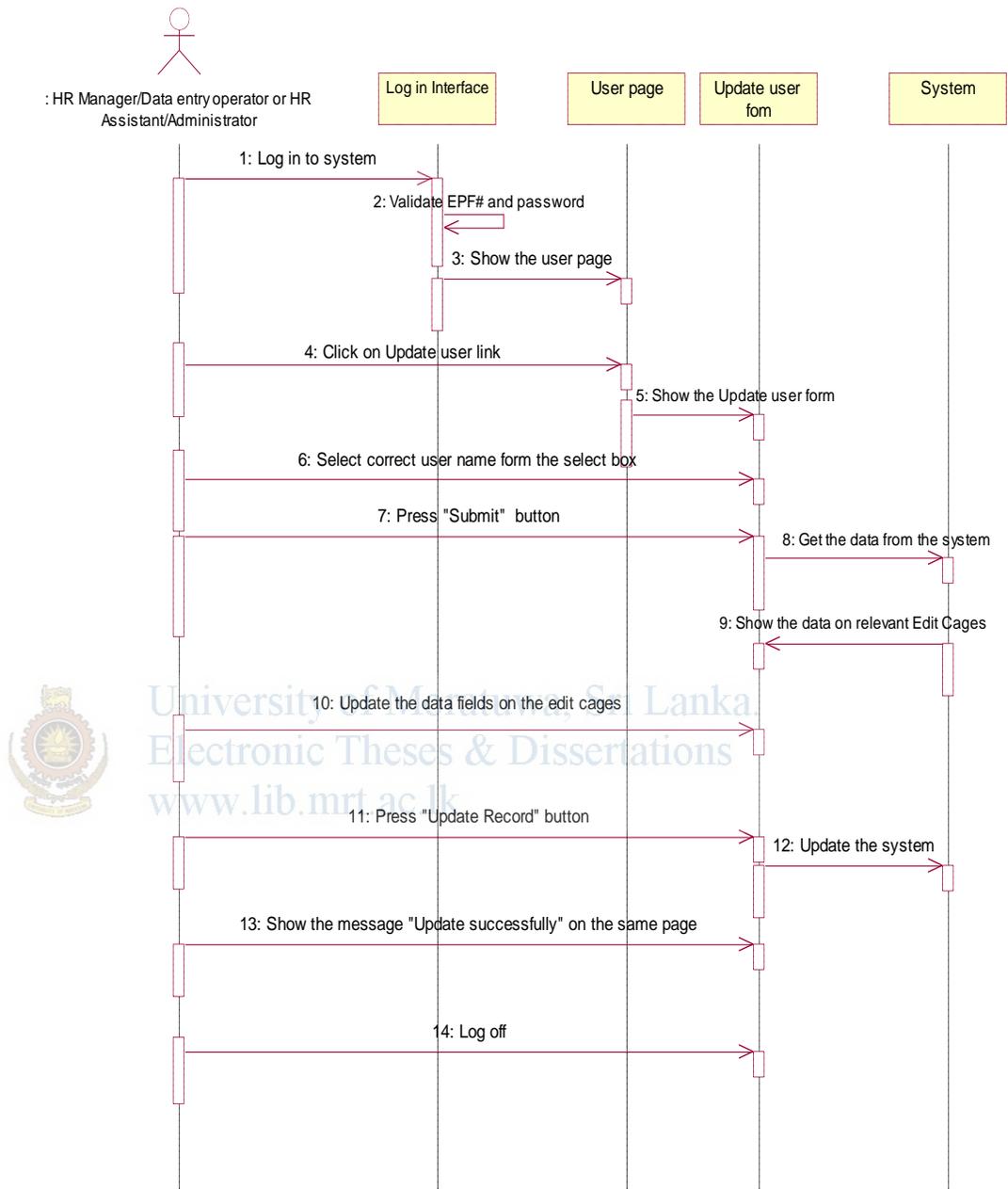


Figure 18: Sequence diagram for update user for proposed system for managing user use case.

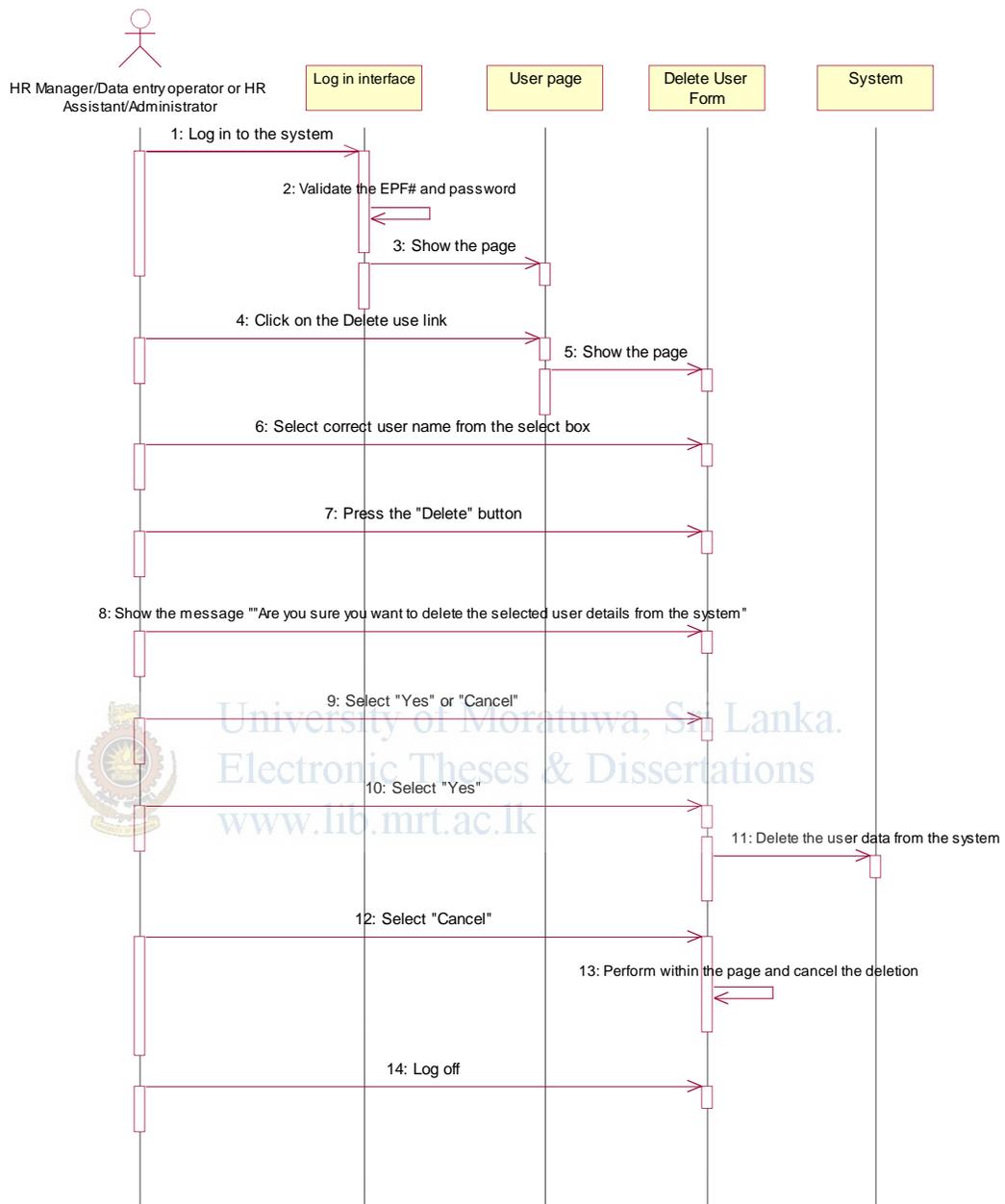


Figure 19: Sequence diagram for delete user for proposed system for managing user use case.

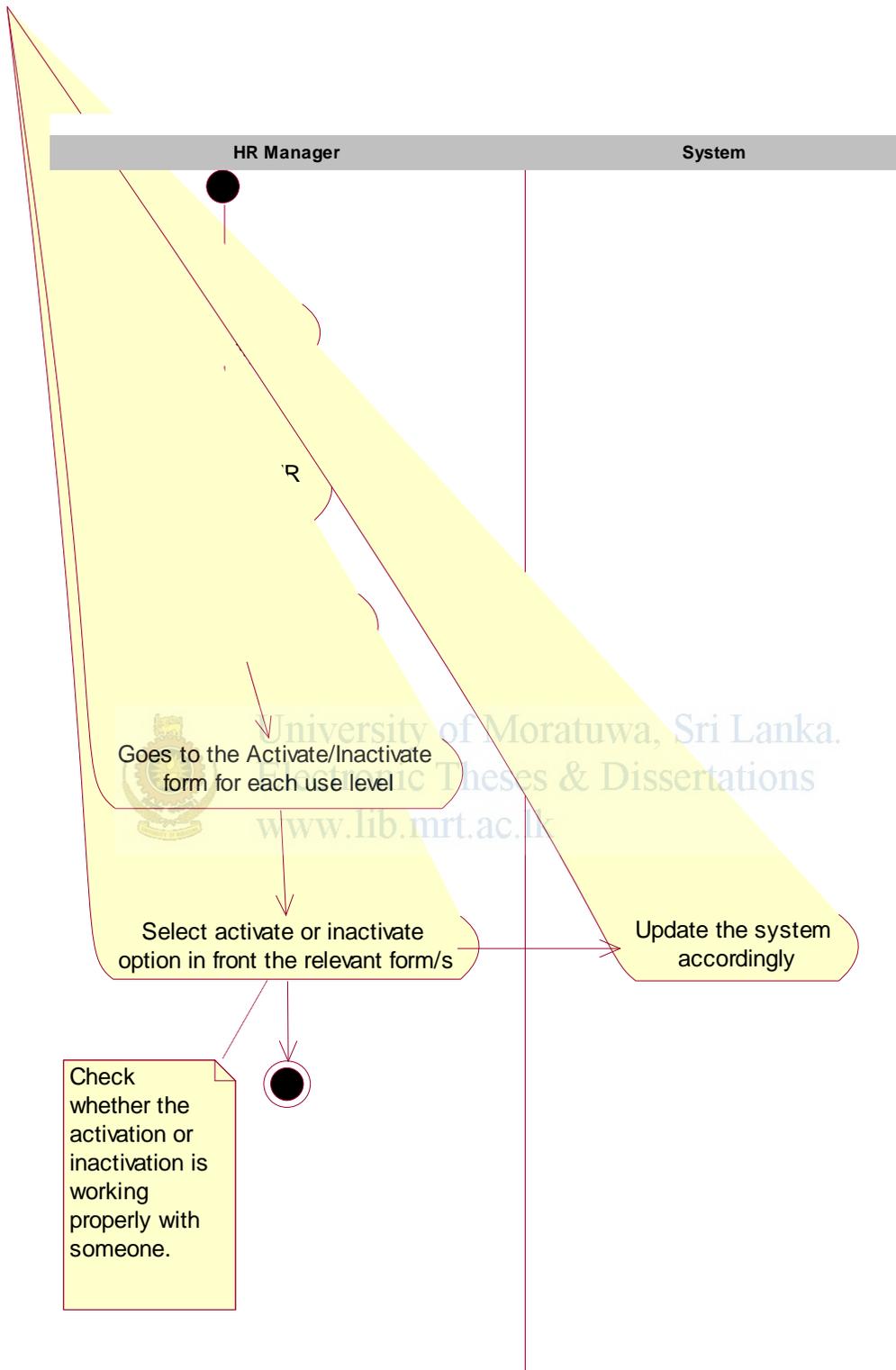


Figure 20: Activity diagram for activation and inactivation of forms for proposed System

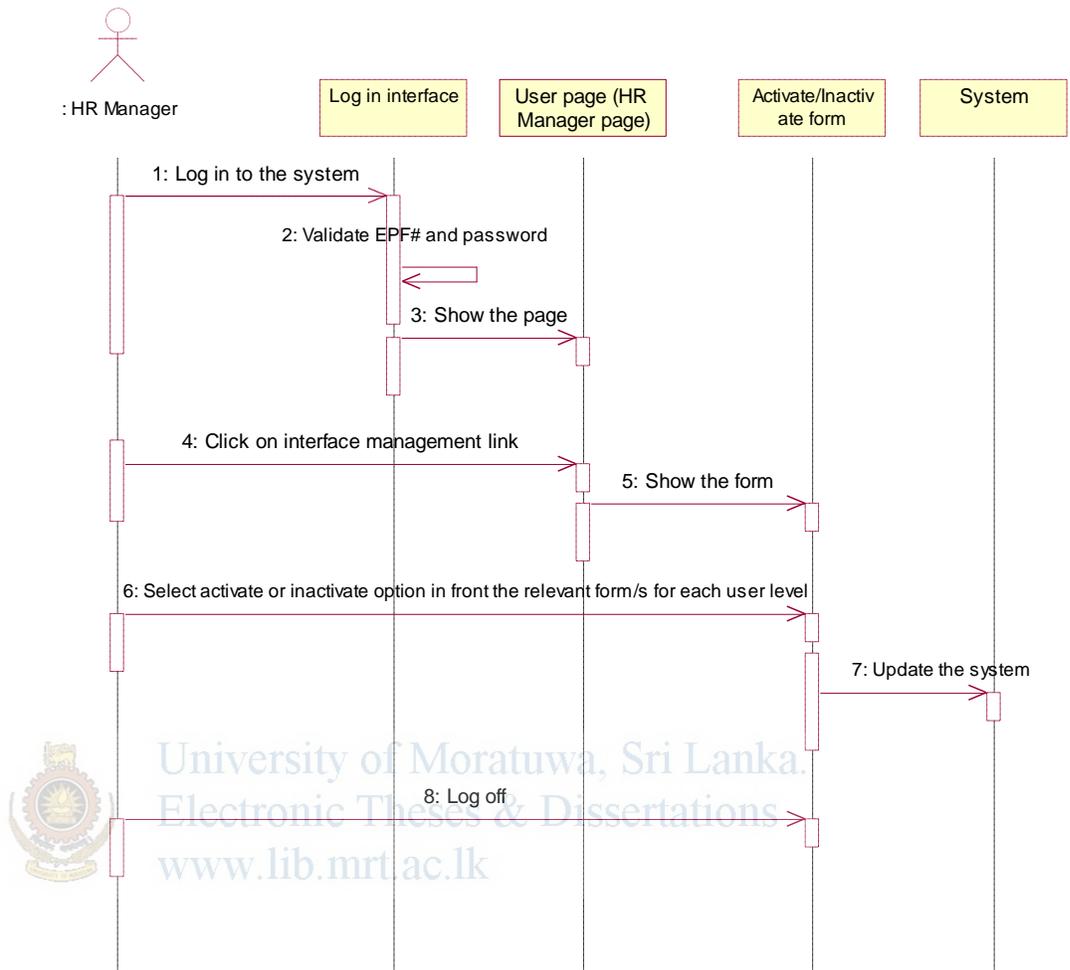


Figure 21: sequence diagram for activation and inactivation of forms for proposed System

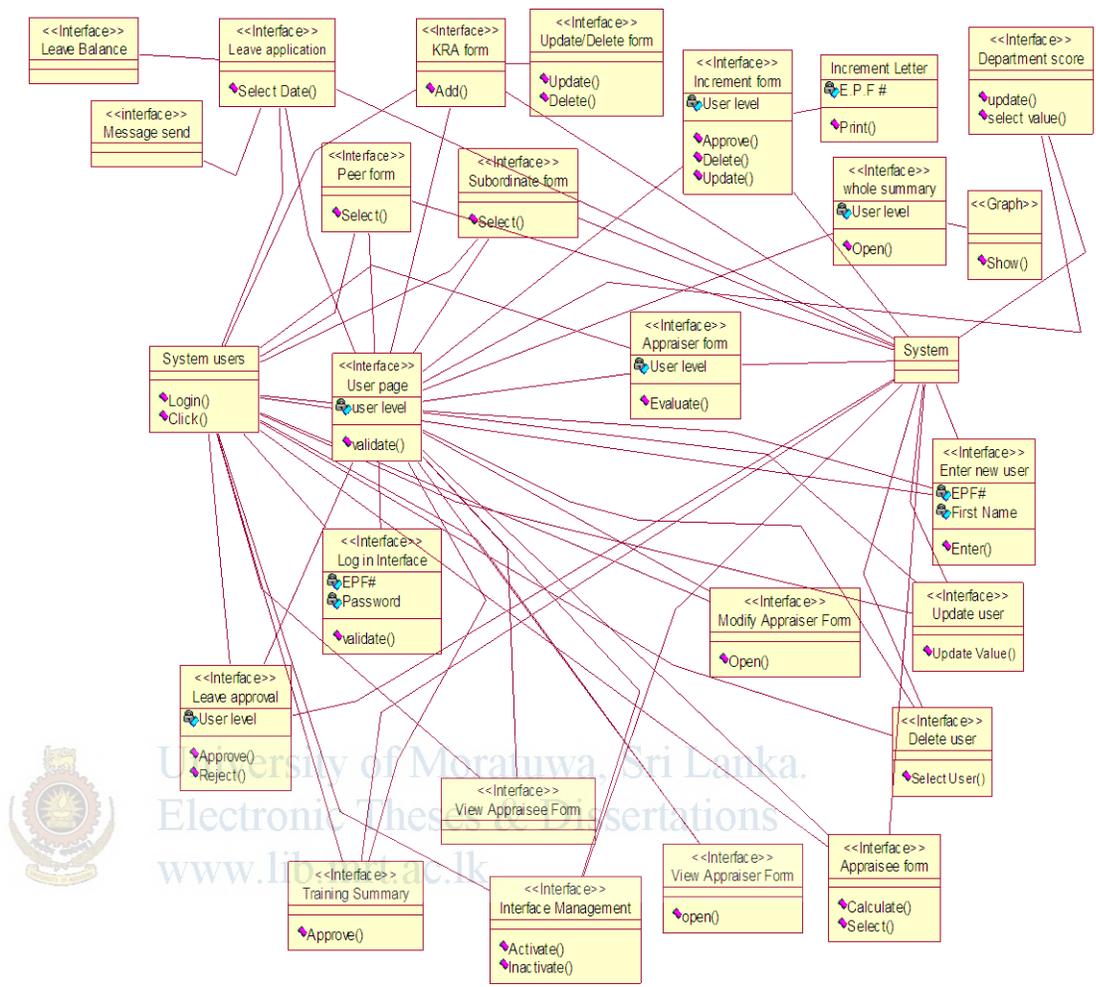


Figure 22: Class diagram for proposed system

Appendix-VI

Software Development Life Cycle Models(19)

Software process	Advantage	Disadvantage
Waterfall method	<p>Because of availability of output at each stage, it has high visibility.</p> <p>Project monitoring, both by the internal management team and the client, is easy because of the visible outputs at each stage.</p> <p>As it is a conceptually simple model, it is followed in a large number of organizations, particularly for commercial projects.</p>	<p>For most of the projects, freezing the specifications is extremely difficult. In such cases, ‘baseline approach’ is followed.</p> <p>Baseline is defined as the certified output of one stage passed on to the next stage.</p> <p>The SRS document is written and even though there are some issues still to be resolved, the design is taken up. While doing the design, if any changes are to be made in the SRS, a formal procedure is followed for making the changes on the baseline SRS document.</p> <ul style="list-style-type: none"> • For long-term projects (projects of duration one year and above), waterfall model requires freezing of the hardware. <p>With fast developments in hardware technology, freezing the hardware may not be appropriate. If the client wants the developer to</p>

evolve specifications in a gradual manner, this model is not suitable.



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<p>Prototyping Model</p>	<p>For some projects, it is very difficult to obtain the exact user requirements (for example, when the user is not IT-literate). In such cases, a prototype is built and demonstrated to the user; and based on the feedback, the SRS document is prepared. As shown in Fig. 2, the prototyping model is used for finalizing the SRS.</p>	<p>The prototype may not be of any use subsequently (that is the reason it is also known as throw-away prototype).</p> <ul style="list-style-type: none"> •The development cost has to be borne by the developer.
<p>Spiral Model</p>	<p>This is a flexible model, the phases can be determined by an organization depending on the type and complexity of the project.</p> <ul style="list-style-type: none"> • This model is suitable for high-risk projects. • Project monitoring is very effective as risk management is built into the model. Periodically, the project can be assessed for its risks vis-a vis the progress and a decision can be taken at the end of each spiral regarding its continuation or otherwise. 	<p>This model is not suitable for low risk projects or projects without any risk.</p> <ul style="list-style-type: none"> • It is a ‘complicated’ model for projects with clear SRS.

<p>Synchronize and stabilize Model</p>	<p>Because of the intermediate ‘releases’ of the product, the product can be made feature-rich by incorporating the necessary feedback of the prospective customers.</p> <ul style="list-style-type: none"> • The periodic system building approach paves way for testing the software for both functionality and performance. • The integration problems encountered in large projects using other models are eliminated in this model, again because of the periodic system building. • Project monitoring will be easy as there are intermediate milestones, such as alpha release and beta release. 	<p>The detailed specifications document will be made available only at the time of product release.</p> <p>Periodic system builds require a rigorous process to be defined for integration of various modules.</p> <ul style="list-style-type: none"> • A parallel independent test team needs to be in place.
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Appendix-VII

Functional, non-functional Requirements and Hardware and Software Requirements

1.). Functional Requirements

- a. System users shall be able to log in the system by using E.P.F # and password and go to the relevant user pages according their user level define in the system.

According to the relevant user page the system user can perform the task by clicking the relevant hyper link where it goes to the relevant form.

If the user forgot his/her password, needs to click the forgot password hyperlink and type the e-mail address on the space given and submit the form. The user needs to check his/her mail box gets the recovery details, where it gives E.P.F# and the password. Then the user can provide the necessary data for logging.

- b. Appraiser shall be able to select the appraisee by the name and fill the appraiser form with training requirements and also to calculate the percentage of performance and submit the form. Message of successfully entered shall be shown. If necessary appraiser shall be able to clear the filling in the form.
- c. Appraisee shall be able to select the appraiser by the name and fill the appraisee form with training requirements and also to calculate the percentage of performance and submit the form. Message of successfully entered shall be shown. If necessary appraisee shall be able to clear the filling in the form.
- d. Peer shall be able to select the peer (colleque) by the name and fill the peer form with training requirements and also to calculate the percentage of performance and submit the form. Message of successfully entered shall be shown. If necessary the peer shall be able to clear the filling in the form.

- e. Subordinate shall be able to select the his/her superior by the name and fill the subordinate form with training requirements and also to calculate the percentage of performance and submit the form. Message of successfully entered shall be shown. If necessary the subordinate shall be able to clear the filling in the form.
- f. Department head / CEO shall be able to allocate the key result area after selecting the subordinate by EPF# and press the “show“ button on the key result area(KRA) form for his/her subordinates and allocate the percentage values for each of those key result areas and check the total of percentage value equal to 100 or not. If necessary any of these key result areas at any given time could be update or delete and could be able to change the percentage value and also check the total percentage is equal to 100 or not.

During the evaluation period (usually during February or March of a year) the department head or CEO shall be press the “calculate” button and calculate the total average points for each of his/her subordinates.



- g. CEO shall be able to open the Dept. score form and allocate the departmental score for each department together with increment value.

HR assistant shall open the increment page and see whether all employees have got the total average points and departmental score. If so HR assistant will press the calculate button against each employee and get the increment value.

HR assistant shall be able to open the increment page and print the increment letter by clicking “Click here” hyperlink provided under the column “Letter”.

- h. Department head shall be able to open the Training summary form and edit the training requirement shown in for his/her employee/s only if necessary and submit it. Once the department head submit the training requirements it will be shown as “submitted” in submit_train column. CEO shall be able to open the Training summary form and edit the training requirement by pressing “Edit” button only if necessary and

approve it by pressing “Approve” button. Once it is approved by the CEO it shall be shown as “CEO approved”.

HR assistant/Data entry operator shall be able to open the training summary form and make use of the CEO approved training requirements to arrange the training plan for the new financial year.

- i. HR assistant/Data entry operator and administrator shall be able to open the Enter new user form and enter the new user’s details and submit the form.
- j. HR assistant/Data entry operator, administrator and HR manager shall be able to open update user form and select the user name and submit and get the details on to the update user form and update the required field/s and update record.
- k. HR assistant/Data entry operator and administrator shall be able to open delete user form and select the user EPF# and delete the user details. HR assistant/Data entry operator and administrator shall be able to see the message ““Are you sure to delete this user?”” and once HR assistant/Data entry operator and administrator shall be able to press “yes” user details shall be erased off from the system or to press ”No” and keep the user details as it is.
- l. Leave applicant shall be able to open the leave application and fill it and submit. Message of successfully entered shall be shown once it is submitted. Leave applicants shall be able to Leave information link and how he/she has utilized the leaves and balance leaves.
Form validation shall be in place, they are such as From date and to date have to be selected from the calendar provided with time. Even half days can be applied by giving the time as indicated in the application. Dates and time needs be selected otherwise error messages will be come ”please select the correct time period as mentioned”. In addition to that all compulsory fields’ data are validated and messages are given as below, "Please select one of the category leave."; "Please select the From date."; "Please select the To date.";Please focus on the Number of

- days.";"Please enter the Reason.";"Please select the Acting Person from the select box; "Please enter the valid Telephone number."; "Telephone number must be equal to 10.
- m. The system users who involve in performance evaluation shall be able to see whole summary by clicking the whole summary hyper link on the relevant user page. Where summary of all four evaluators' percent values will be shown on that table and clicking "Graph" hyperlink the four set of data will also be shown in a graphical manner.
 - n. HR manager or HR department head shall be able to activate or inactivate the selected forms at any given time. Eg: Appraiser form, peer form subordinate form, Employee appraisal form(appraiser form), training summary form, whole summary form, Key result area form ,Department score and increment form.

1.2 Non-Functional Requirements

- a. System shall be activated by HR manager step by step and then only users shall be able to log in to the system and perform the requested task. eg: Performance evaluation, allocation of Key result areas and calculation of total average points etc.
- b. System shall be available for even after the usual office hours (8.00am-5.00 pm) during the working days and Saturdays.
Usage of system shall be stopped for daily backups 4,00pm-4.30pm during working days Monday to Friday.

1.3 Hardware and Software Requirements

- a. Clients' machines require a minimum of 1.6 GHz processor speed, 533 MHz FSB, 2 MB L2 cache memory and 256 MB RAM with Ethernet cards and with the Browser 5.5 of 6.0 of Internet Explore. A network switch is needed to enable networking of clients' machines and the server. A server is capable to have WAMP installation with 2GB RAM.

b. Windows XP 2003 with Bowser, WAMP are required to run the system on the server. Depending on the users counts number of personal computers have to be kept.



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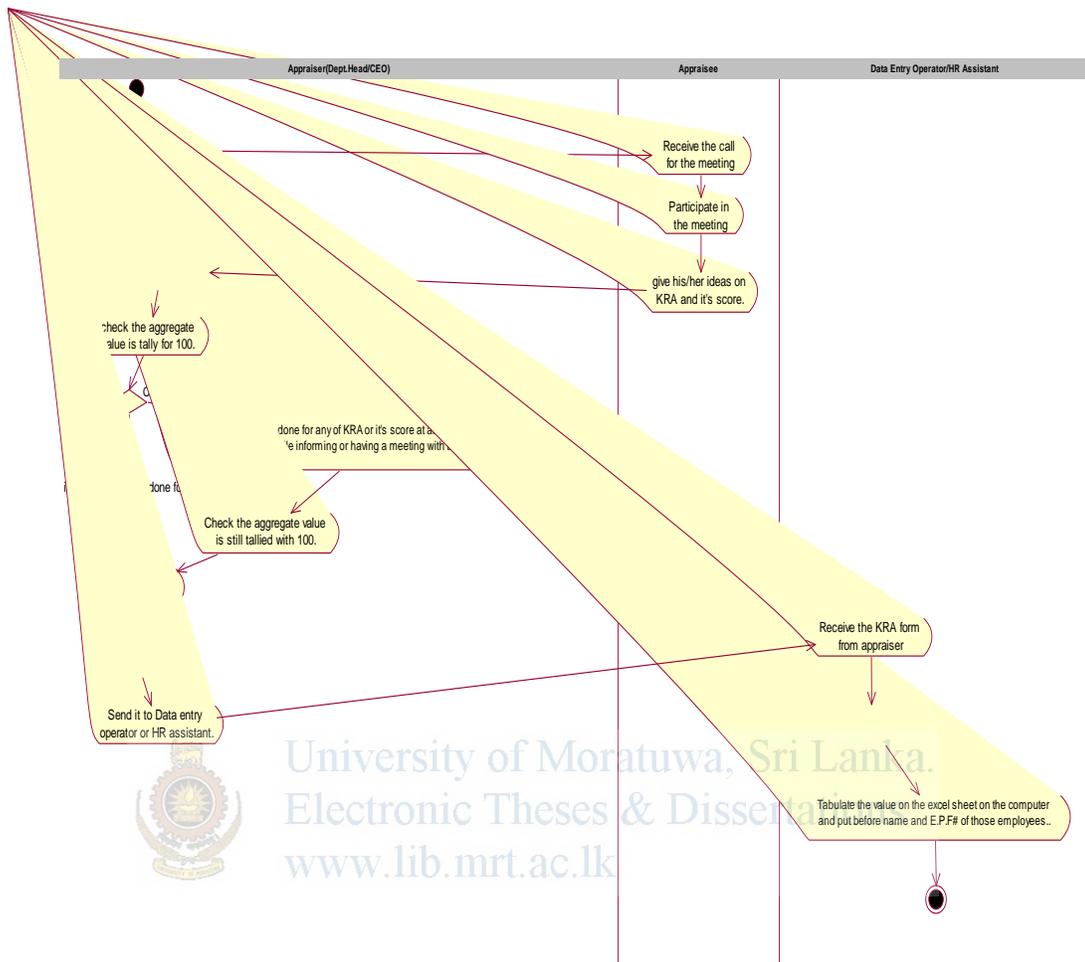


Figure 2: Activity diagram for allocating Key Result Area for existing system.

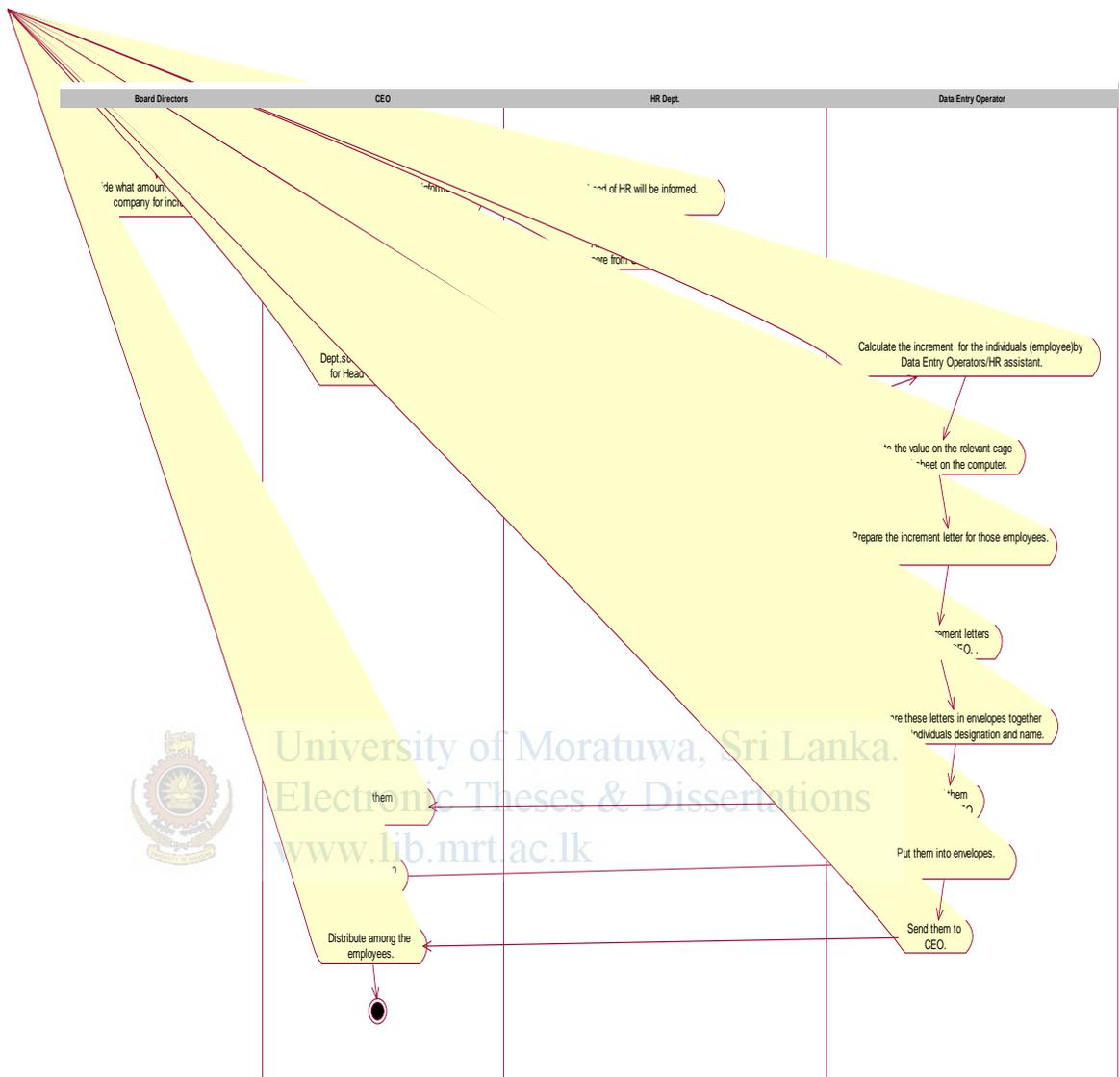


Figure 3: Activity diagram for allocating increment for existing system

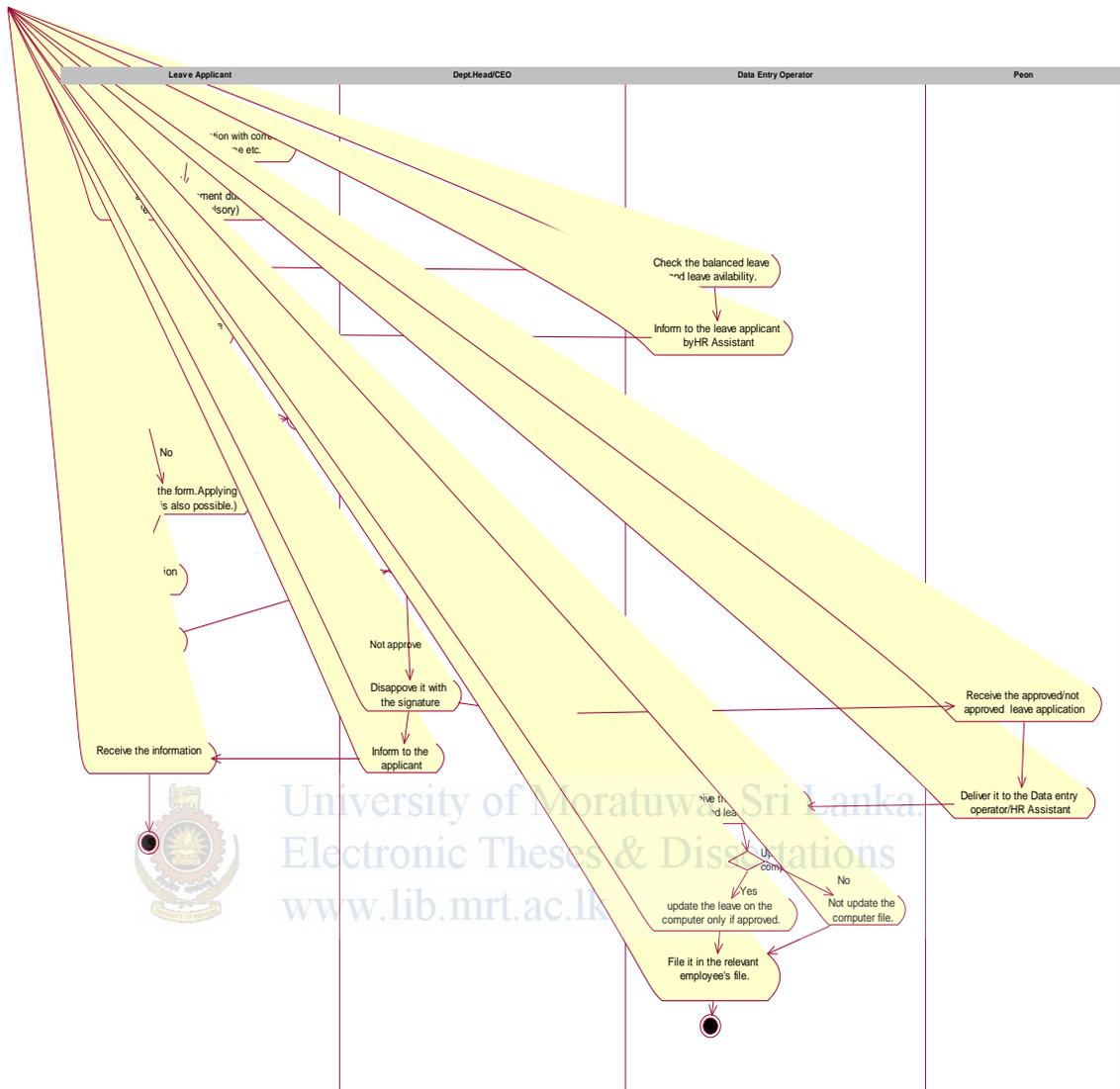
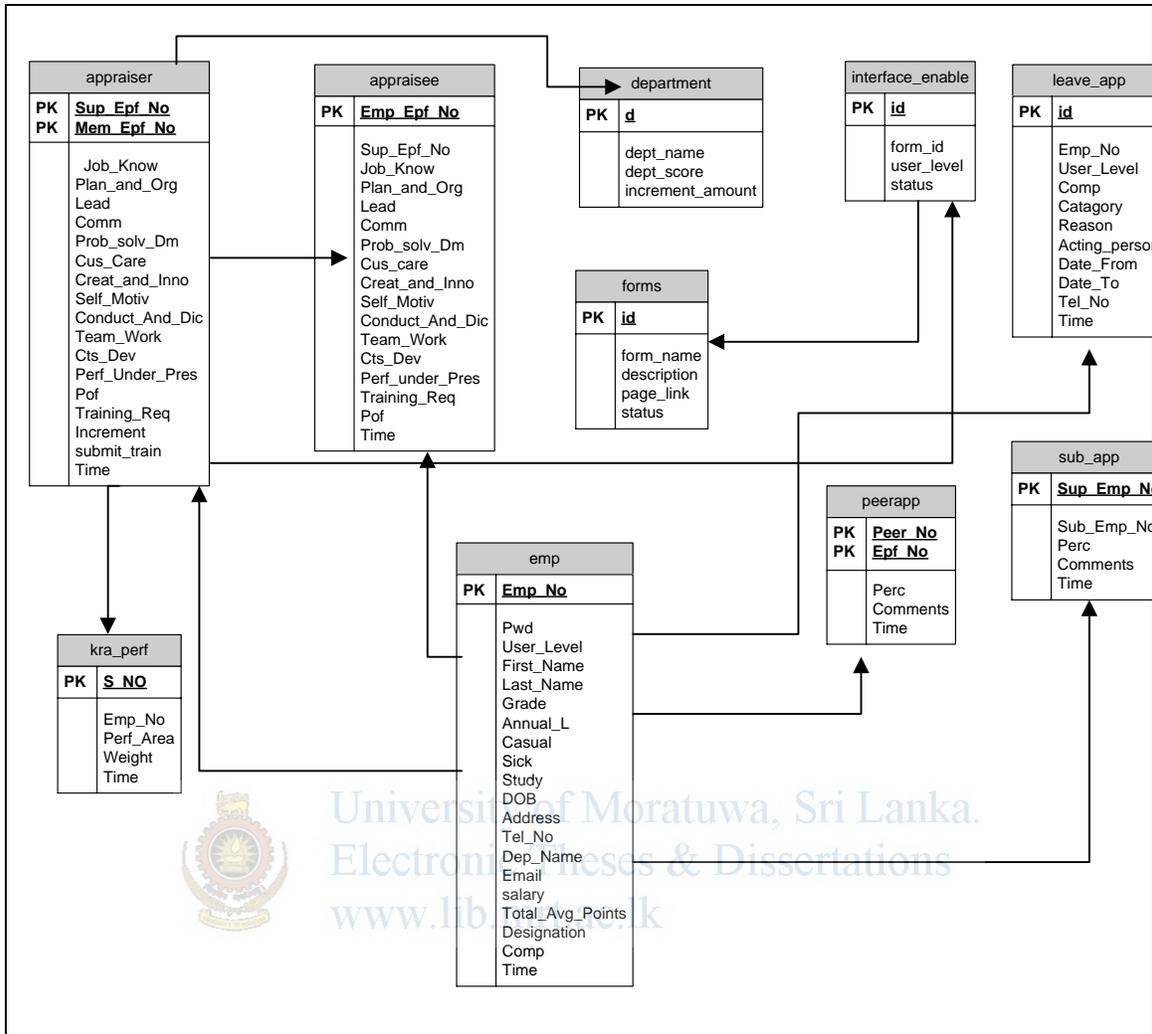


Figure 4: Activity diagram for applying leave for existing system.

ER Mapping for the proposed system



Appendix-XII

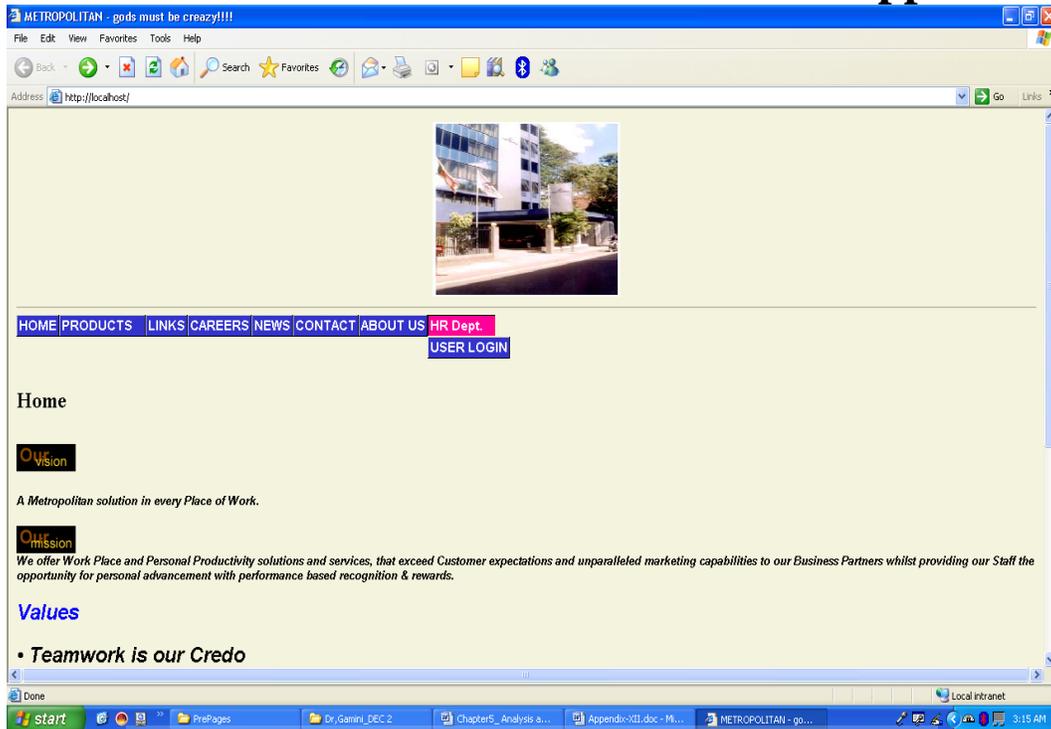


Figure 1.: Screen picture of Home pages & Dissertations

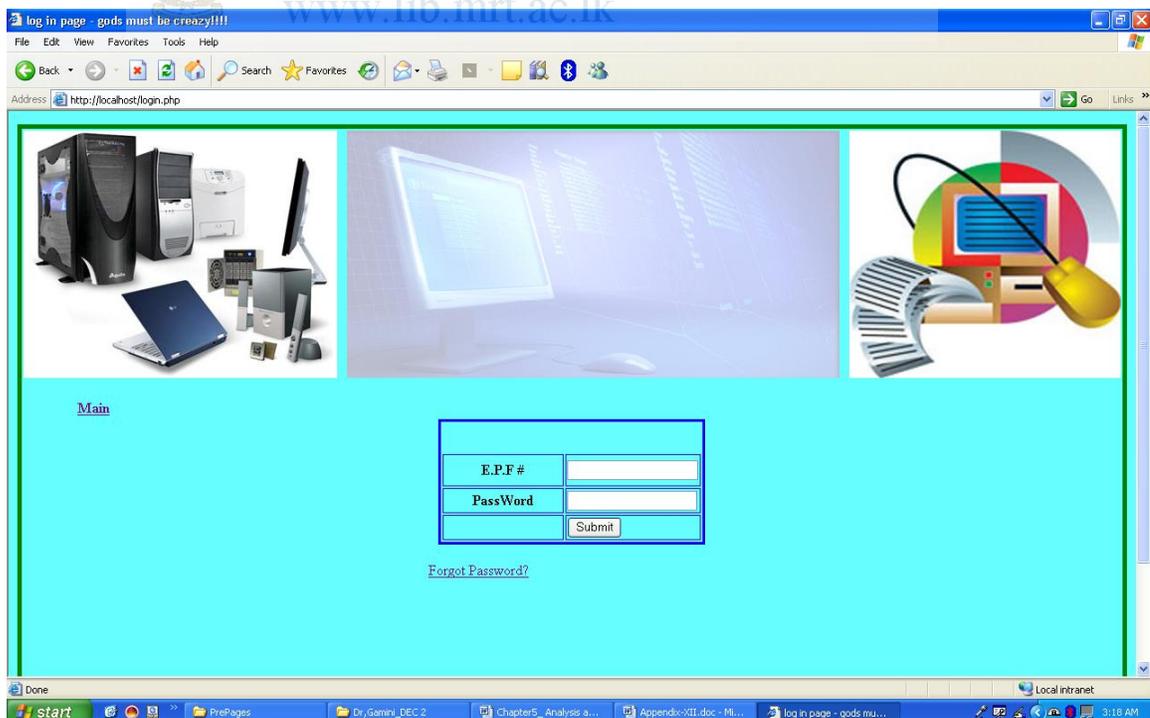


Figure 2.: Screen picture of Log in page

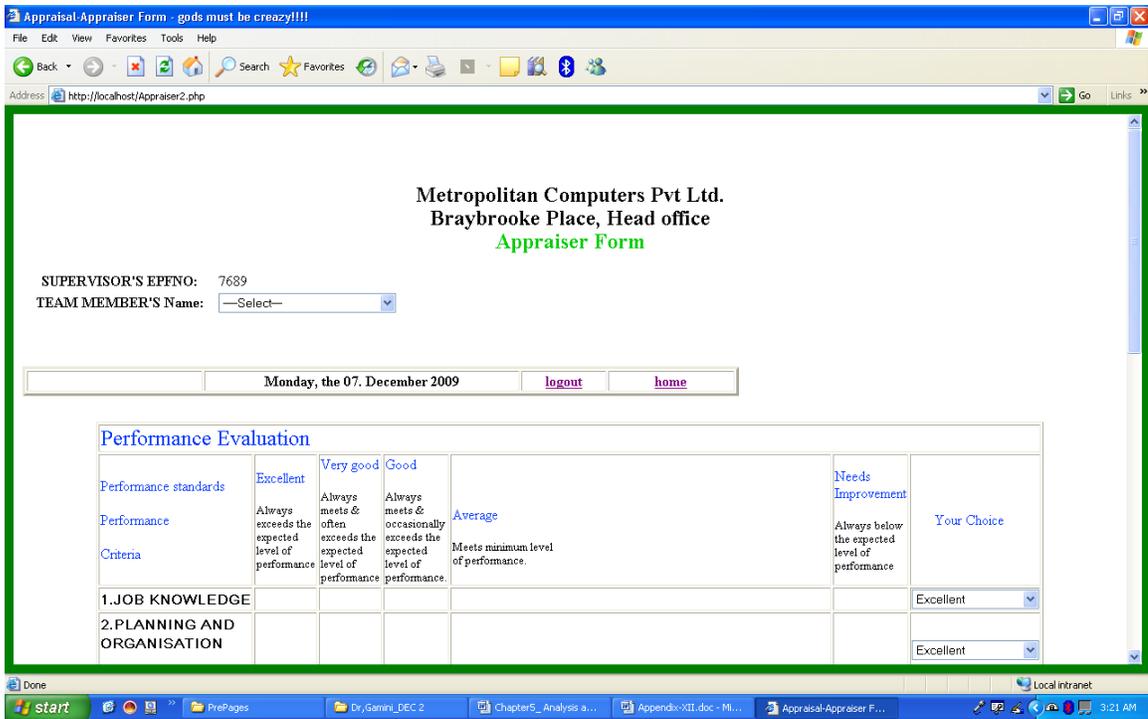


Figure 3.: Screen picture of appraiser form

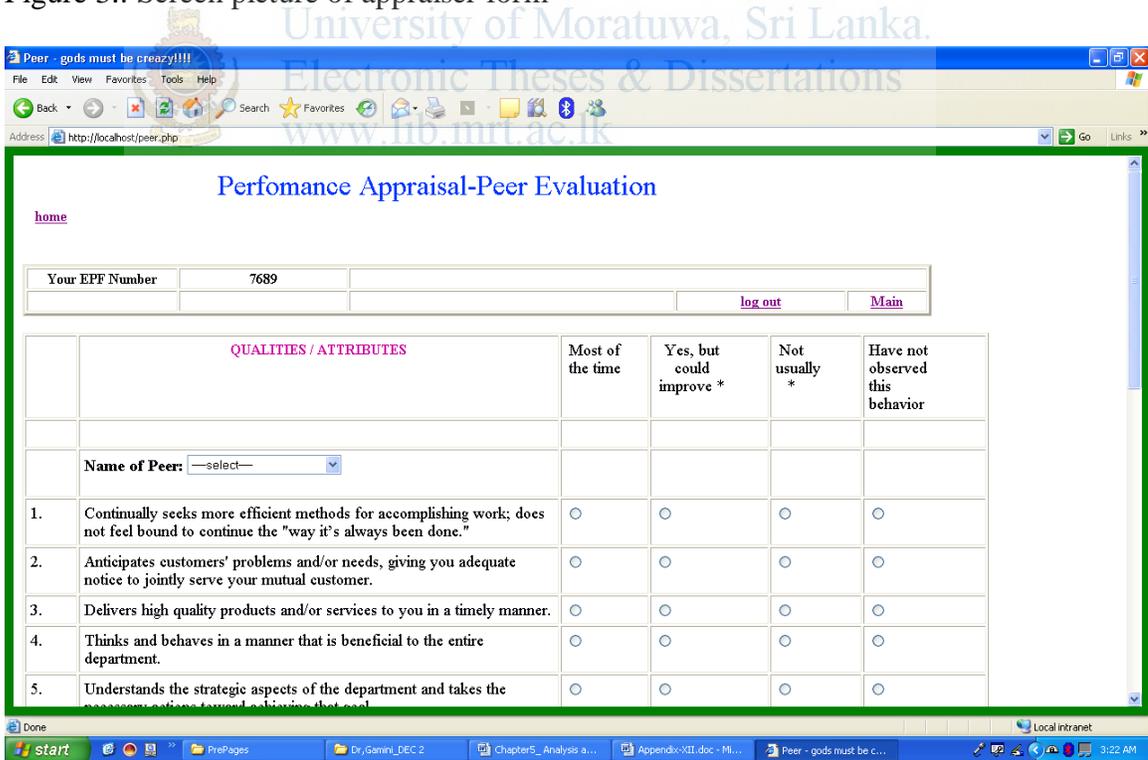


Figure 4.: Screen picture of peer form

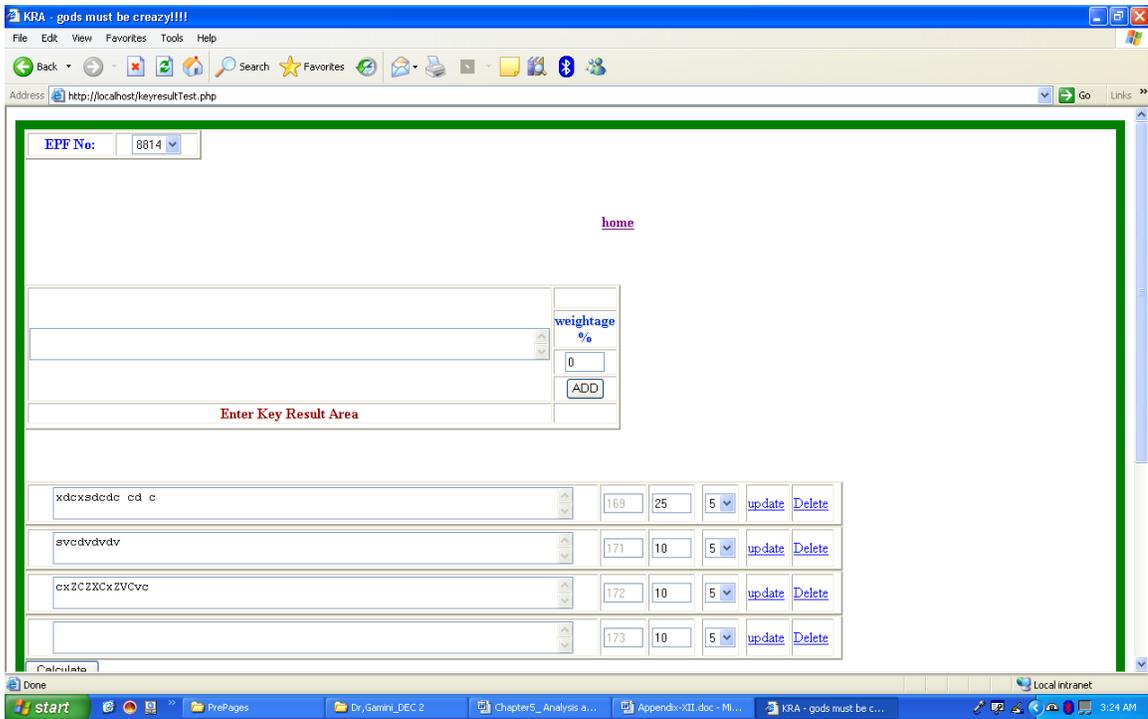


Figure 5.: Screen picture of KRA form

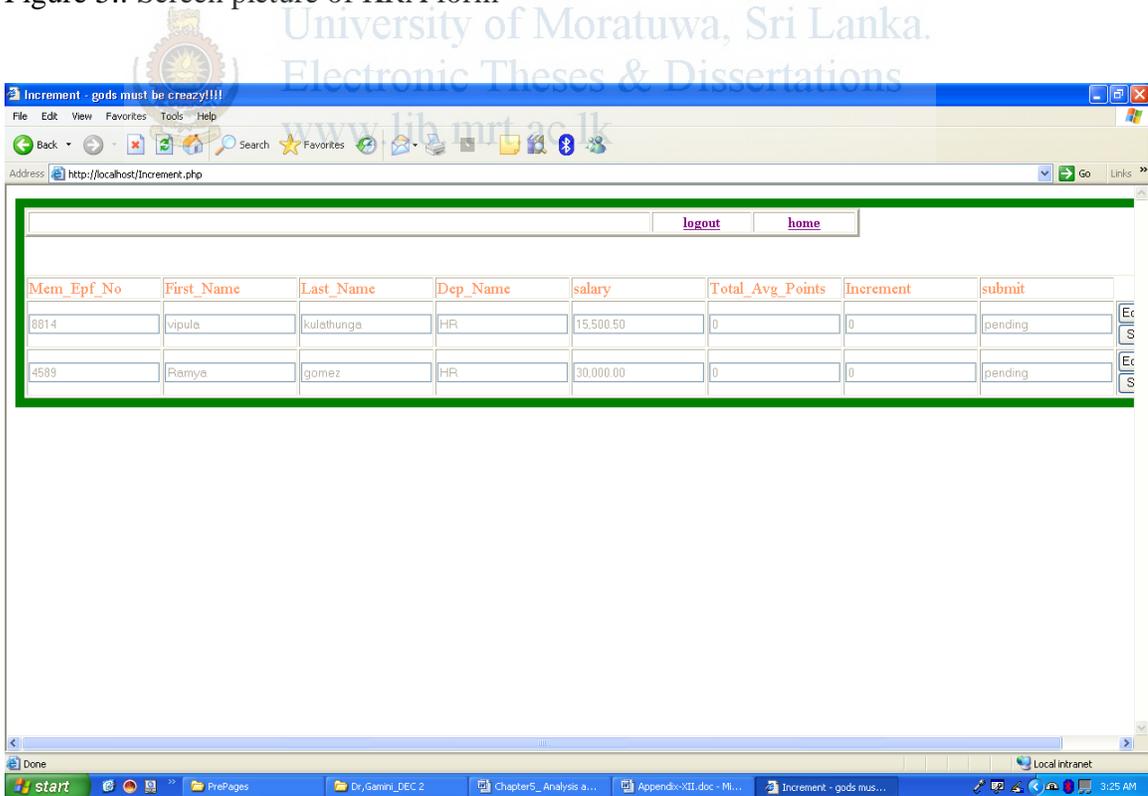


Figure 6.: Screen picture of increment form

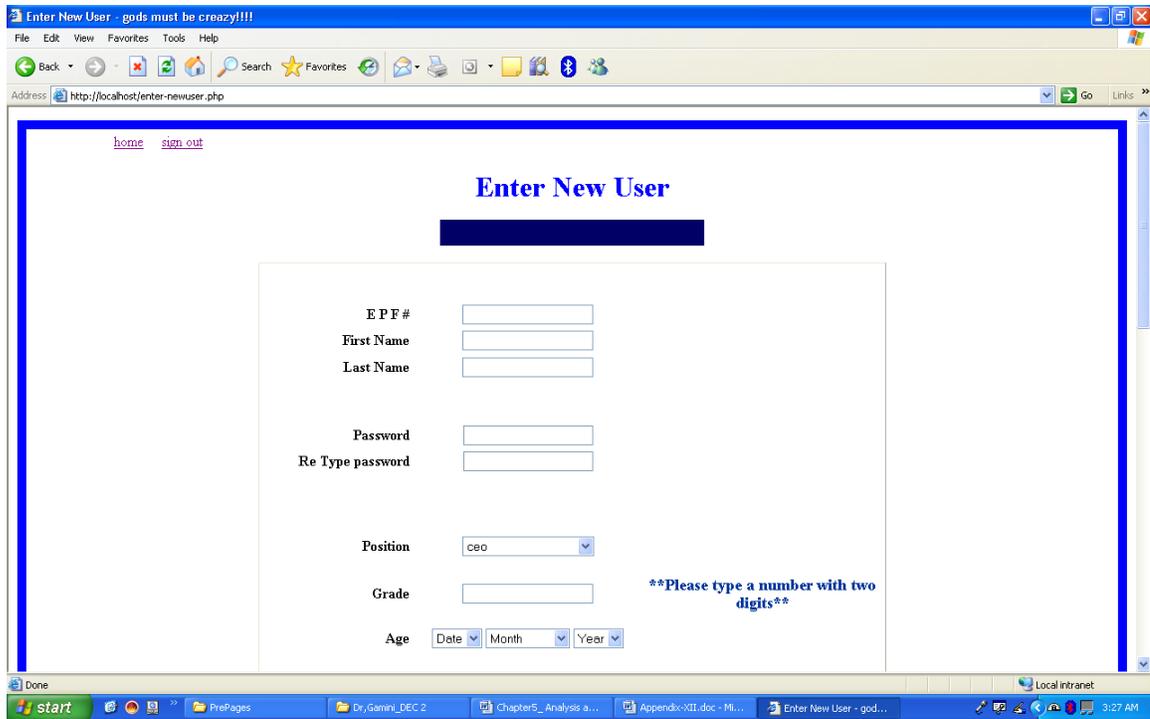


Figure 7.: Screen picture of enter new user form

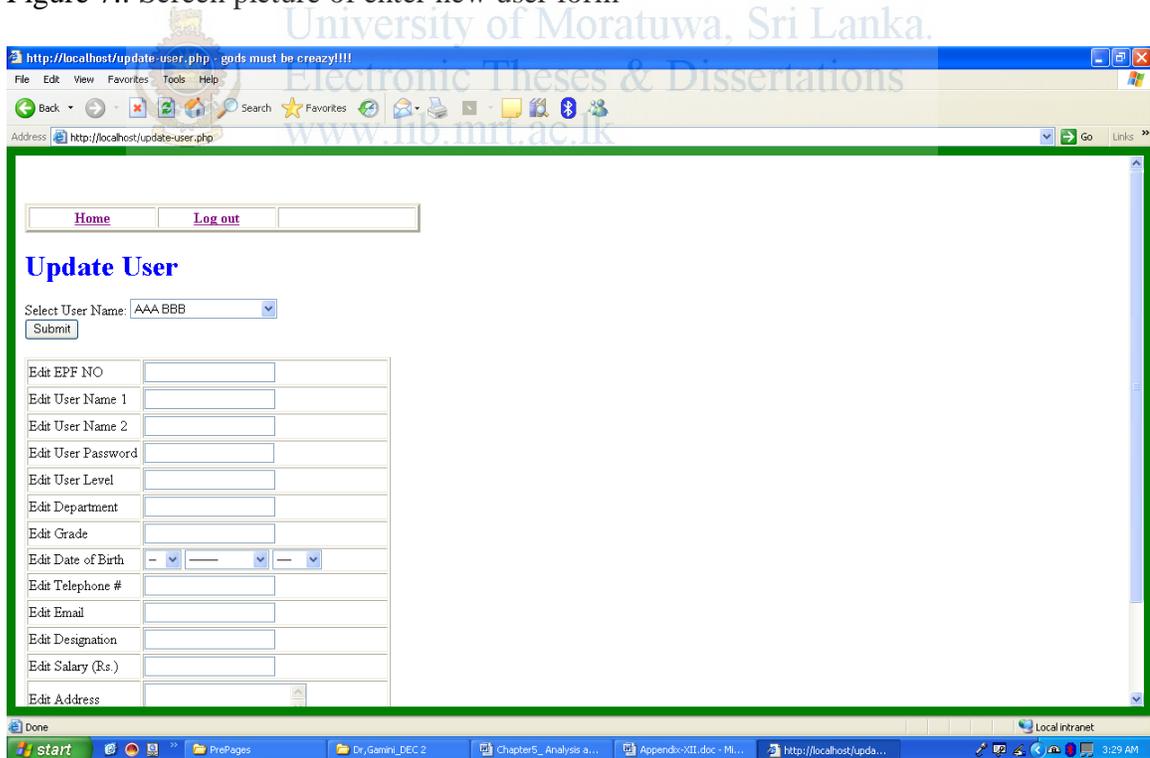


Figure 8.: Screen picture of update user form

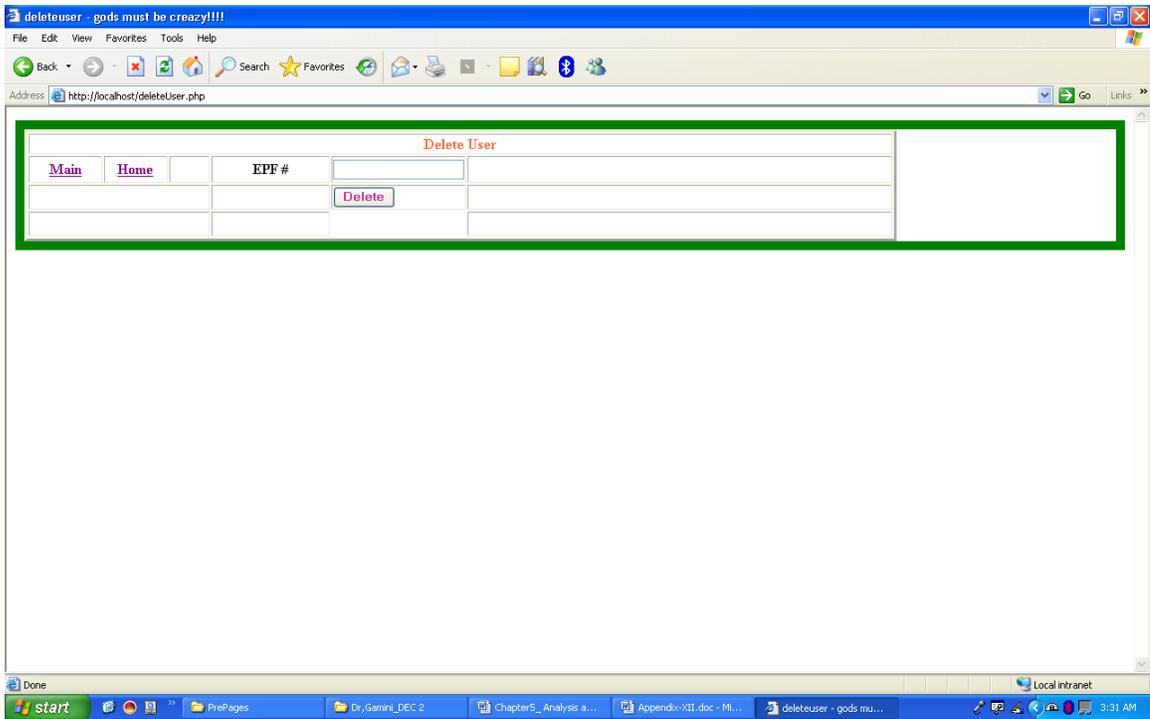


Figure 9.: Screen picture of delete user form

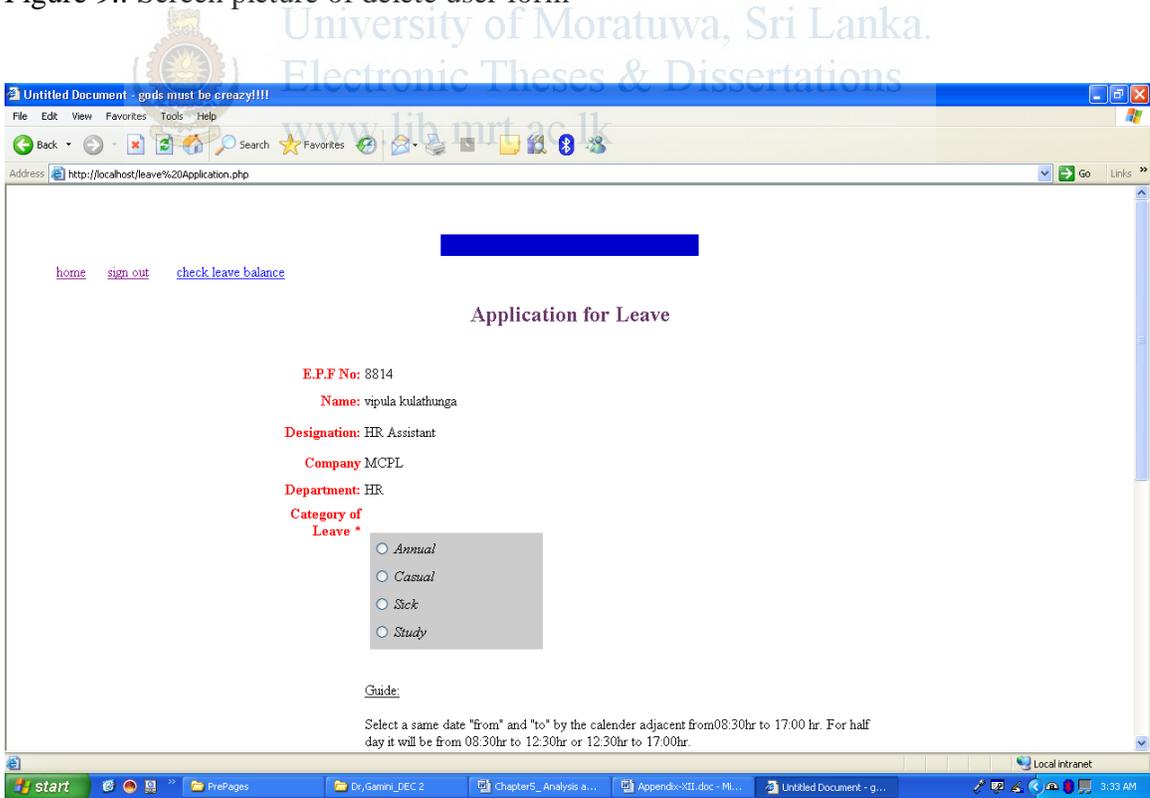


Figure 10.: Screen picture of leave application form

Appendix-XIII

Table 1 - Test case – Log in

Test Case ID	1			
Tested Component	Log in			
Tested Area	Functionality			
Purpose	System user can log with E.P.F# and password			
Prerequisites	User already exist			
Tested by	Data entry operator; E.P.F#: 8814, password:9589 email:vipula@wasantha.lk			
Tested Date	12/08/2009			
Test System	Windows XP, Intel Pentium M 740 processor, Internet Explorer			
Test Data	E.P.F# = (correct, incorrect, empty) Password = (correct, incorrect, empty) Forgot password			
Test Case Description				
No.	Test Case	Sample Data	Expected output	Actual Output
1	E.P.F#: correct Password :correct	E.P.F#:8814 password: 9589	Display Log in page	same
2	E.P.F#: correct Password :incorrect	E.P.F#:8814 password: 9000	Error message “invalid user”	same
3	E.P.F#: incorrect Password :correct	E.P.F#:8800 password: 9589	Error message “invalid user”	same

4	E.P.F#: empty Password :correct	E.P.F#: password: 9589	Error message “please enter your E.P.F#	same
5	E.P.F#: correct Password :empty	E.P.F#:8814 password:	Error message “please enter your password	same
6	. E.P.F#: empty Password :empty	E.P.F#: password:	Error message “please enter your E.P.F# and password	same
7	Forgot both E.P.F# and password and enter correct email.	Click forgot password and enter email address;vipula@wasan ntha.lk	Receive an email with E.P.F# and password.	same
8	Forgot both E.P.F# and password and enter incorrect email	Click forgot password and enter email address;gopal@wasan ntha.lk	Error message “we could not find your email address on our database”.	same
9	Forgot both E.P.F# and password and did not enter any address and press submit button.	Click forgot password and did not enter email address.	Error message “please enter your email address to recover your account details”.	same

Table 2 - Test case – Appraiser form

Test Case ID	3			
Tested Component	Appraiser form			
Tested Area	Functionality			
Purpose	System user can evaluate the appraisee selected			
Prerequisites	Users already exist			
Tested by	Appraiser:HR Manager; E.P.F#: 7689, password:580 email: nimal@wasantha.lk			
	Appraisee: HR assisatant E.P.F#: 8814, password:9589 email: vipula@wasantha.lk name: Vipula kulathunga			
Tested Date	12/08/2009			
Test System	Windows XP, Intel Pentium M 740 processor, Internet Explorer			
Test Data	E.P.F# of the supervisor/appraiser= (correct)			
	Team member or appraisee name = (selected, empty) Training Requirements=(filled,empty) Percentage of performance=(filled,empty)			
Test Case Description				
No.	Test Case	Sample Data	Expected output	Actual Output
1	*E.P.F# = correct *Team member or appraisee name = selected *Training Requirements=filled, *Percentage of performance=filled	*E.P.F#:7689 *Team member or appraisee name: Vipula kulathunga *Training Requirements=HR diploma *Percentage of	Display” performance of 8814 was entered” Email was received to the team member/appraisee vipula@wasantha.lk.	same

		performance=90.00 %		
2	*E.P.F#: correct *Team member or appraiser name = empty *Training Requirements=filled, *Percentage of performance=filled	*E.P.F#:7689 *Team member or appraiser name: empty *Training Requirements=HR diploma *Percentage of performance=90.00 %	Error message “enter the name of the team member”	same
3	*E.P.F#: correct *Team member or appraiser name = selected *Training Requirements=empty *Percentage of performance=filled	*E.P.F#:7689 *Team member or appraiser name: Vipula kulathunga *Training Requirements=empty *Percentage of performance=90.00 %	Error message “Enter the training requirement of the team member”	same
4	*E.P.F#: correct *Team member or appraiser name = selected *Training Requirements=filled *Percentage of performance=empty	*E.P.F#:7689 *Team member or appraiser name: Vipula kulathunga *Training Requirements=HR diploma *Percentage of	Error message “Enter the Percentage by clicking Percentage of performance”	same

		performance=empty		
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Table 3 - Test case – Appraiser form

Test Case ID	5			
Tested Component	Appraiser form			
Tested Area	Functionality			
Purpose	System user can evaluate the appraiser him/herself			
Prerequisites	Users already exist			
Tested by	Appraiser: HR assistant E.P.F#: 8814, password:9589 email: vipula@wasantha.lk name: Vipula kulathunga			
	Appraiser: HR Manager; E.P.F#: 7689, password:580 email: nimal@wasantha.lk			
Tested Date	12/08/2009			
Test System	Windows XP, Intel Pentium M 740 processor, Internet Explorer			
Test Data	E.P.F# of the team member's/appraiser = (correct) Supervisor's or appraiser name = (selected, empty) Training Requirements=(filled,empty) Percentage of performance=(filled,empty)			
Test Case Description				
No.	Test Case	Sample Data	Expected output	Actual Output
1	*E.P.F# = correct	*E.P.F#:8814	Display"	same

	<p>* Supervisor's or appraiser name = selected</p> <p>*Training Requirements=filled,</p> <p>*Percentage of performance=filled</p>	<p>* Supervisor's or appraiser name: nimal silva</p> <p>*Training Requirements=HR diploma</p> <p>*Percentage of performance=90.00 %</p>	<p>performance of vipula was entered”</p> <p>Email was received to the supervisor/appraiser nimal@wasantha.lk.</p>	
2	<p>*E.P.F#: correct</p> <p>* Supervisor's or appraiser name = empty</p> <p>*Training Requirements=filled,</p> <p>*Percentage of performance=filled</p>	<p>*E.P.F#:8814</p> <p>* Supervisor's or appraiser name: empty</p> <p>*Training Requirements=HR diploma</p> <p>*Percentage of performance=100.00 %</p>	<p>Error message “enter the name of the supervisor”</p>	same
3	<p>*E.P.F#: correct</p> <p>* Supervisor's or appraiser name = selected</p> <p>*Training Requirements=empty</p> <p>*Percentage of performance=filled</p>	<p>*E.P.F#:7689</p> <p>* Supervisor's or appraiser name: nimal silva</p> <p>*Training Requirements=empty</p> <p>*Percentage of performance=90.00 %</p>	<p>Error message “Enter the training requirements before submit”</p>	same

4	*E.P.F#: correct * Supervisor's or appraiser name = selected *Training Requirements=filled *Percentage of performance=empty	*E.P.F#:7689 * Supervisor's or appraiser name: nimal silva *Training Requirements=HR degree *Percentage of performance=empty	Error message "Enter the Percentage by clicking Percentage of performance"	same
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Table 4 - Test case – Appraiser form

Test Case ID	7
Tested Component	Modify appraiser form
Tested Area	Functionality
Purpose	System user can evaluate the appraisee during the interview
Prerequisites	Users already exist
Tested by	Appraiser: HR Manager; E.P.F#: 7689, password:580 email: nimal@wasantha.lk Appraisee: HR assisatant E.P.F#: 8814, password:9589 email: vipula@wasantha.lk name: Vipula kulathunga
Tested Date	12/08/2009
Test System	Windows XP, Intel Pentium M 740 processor, Internet Explorer
Test Data	Team member/appraiser name = (selected, not selected) Training Requirements=(filled,empty) Percentage of performance=(filled,empty)
Test Case Description	

No.	Test Case	Sample Data	Expected output	Actual Output
1	* Team member/appraisee name = selected *Training Requirements=filled, *Percentage of performance=filled	* Team member/appraisee name: vipula kulathunga *Training Requirements=HR diploma *Percentage of performance=90.00 %	Display" update successfully".	same
2	* Team member/appraisee name = selected *Training Requirements=empty , *Percentage of performance=filled	* Team member/appraisee name: vipula kulathunga *Training Requirements=empty *Percentage of performance=100.00 %	Error message "enter comments on training of the Team member".	same
3	* Team member/appraisee name = selected *Training Requirements=filled *Percentage of performance=empty	* Team member/appraisee name: vipula kulathunga *Training Requirements=HR diploma *Percentage of	Error message "Enter the Percentage by clicking Percentage of performance"	same

		performance=empty		
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Table 5- Test case – Peer form

Test Case ID	8			
Tested Component	Peer form			
Tested Area	Functionality			
Purpose	System user can evaluate a peer			
Prerequisites	Users already exist			
Tested by	Peer:HR Manager; E.P.F#: 7689, password:580 email: nimal@wasantha.lk			
	Peer: Manager Logistics E.P.F#: 5546, password:158 email: athula@wasantha.lk name:Athula Siriwardena			
Tested Date	12/08/2009			
Test System	Windows XP, Intel Pentium M. 740 processor, Internet Explorer			
Test Data	peer name = (selected, not selected) Training Requirements=(filled,empty) Percentage of performance=(filled,empty)			
Test Case Description				
No.	Test Case	Sample Data	Expected output	Actual output
1	* peer name=selected *Training Requirements=filled, *Percentage of performance=filled	* peer name=Athula Siriwardena *Training Requirements=Logistics diploma *Percentage of	Display” Successfully entered” Receive the email to athula@wasantha.lk”	same

		performance=90.00 %		
2	* peer name= not selected *Training Requirements=filled, *Percentage of performance=filled	* peer name=empty *Training Requirements=Logistics diploma *Percentage of performance=72.50 %	Error message “enter peer’s name”	same
3	* peer name= selected *Training Requirements=empty , *Percentage of performance=filled	* peer name=Athula Siriwardena *Training Requirements=empty , *Percentage of performance=90.00 %	Error message “Enter the comments on training”	same
4	* peer name= selected *Training Requirements=filled, *Percentage of performance=filled	* peer name=Athula Siriwardena *Training Requirements=Logistic diploma *Percentage of performance=90.00 %	Error message “Enter the Percentage by clicking Percentage of performance”	same

Table 6- Test case – Subordinate form

Test Case ID	10			
Tested Component	Subordinate form			
Tested Area	Functionality			
Purpose	System user can evaluate a subordinate			
Prerequisites	Users already exist			
Tested by	Subordinate: HR assistant; E.P.F#: 8814, password:9589email: vipula@wasantha.lk			
	Supervisor: HR Manager Logistics E.P.F#: 7689, password:580 email: nimal@wasantha.lk name:nimal silva			
Tested Date	12/08/2009			
Test System	Windows XP, Intel Pentium M 740 processor, Internet Explorer			
Test Data	Supervisor name = (selected, not selected)			
	Training Requirements=(filled,empty) Percentage of performance=(filled,empty)			
Test Case Description				
No.	Test Case	Sample Data	Expected output	Actual output
1	* Supervisor name =selected *Training Requirements=filled, *Percentage of performance=filled	* Supervisor name =nimal silva *Training Requirements= HR diploma *Percentage of performance=90.00 %	Display” Successfully entered “	same
2	* Supervisor name =	* Supervisor name	Error message “enter	same

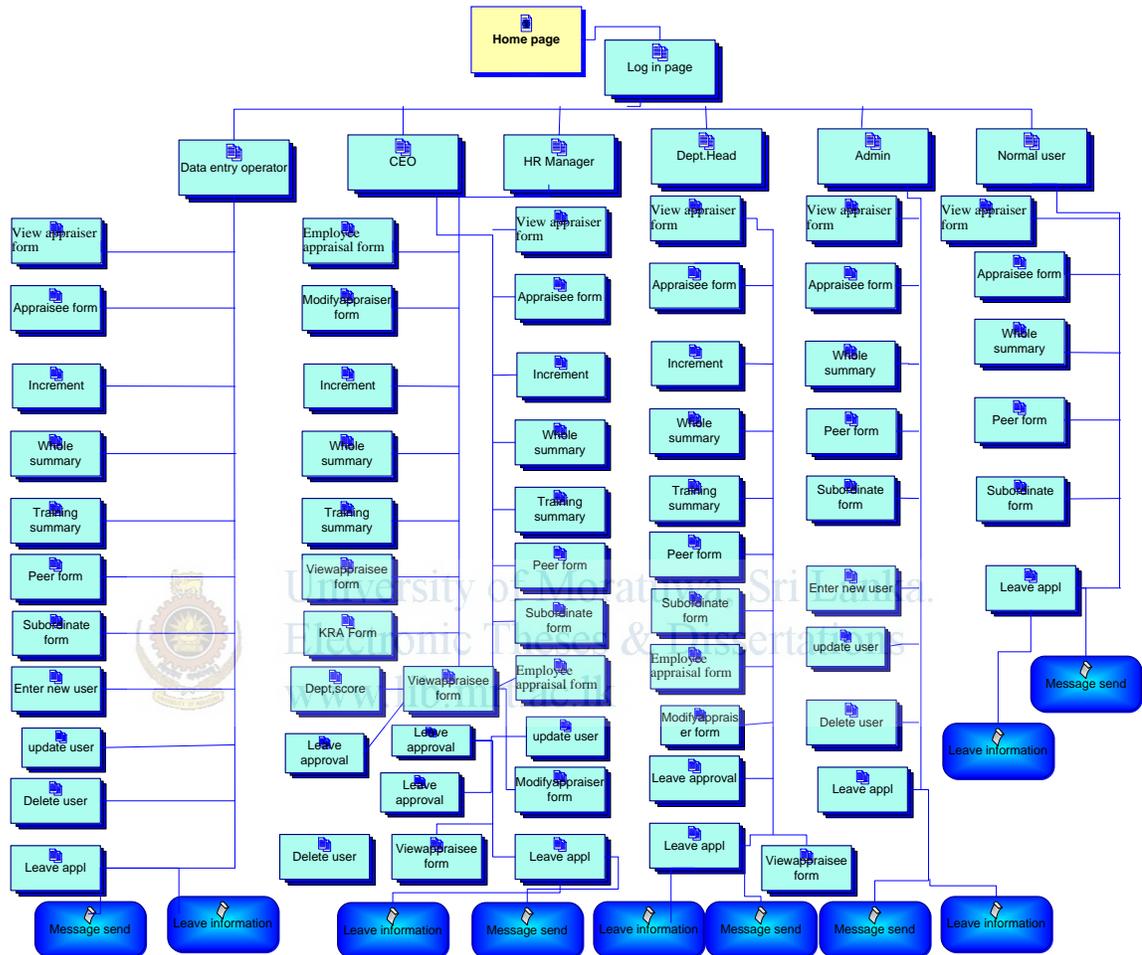
	not selected *Training Requirements=filled, *Percentage of performance=filled	=empty *Training Requirements= HR diploma *Percentage of performance=72.50 %	supervisor's name"	
3	* Supervisor name = selected *Training Requirements=empty , *Percentage of performance=filled	* Supervisor name =nimal silva *Training Requirements=emp ty *Percentage of performance=90.00 %	Error message "Enter the comments on training"	same
4	* Supervisor name = selected *Training Requirements=filled, *Percentage of performance=filled	* Supervisor name =nimal silva *Training Requirements= HR diploma *Percentage of performance=90.00 %	Error message "Enter the Percentage by clicking Percentage of performance"	same

Table 7- Test case – Key Result Area form

Test Case ID	12			
Tested Component	Key Result Area form			
Tested Area	Functionality			
Purpose	System user can allocate and evaluate appraisee			
Prerequisites	Users already exist			
Tested by	Appraiser:HR Manager; E.P.F#: 7689, password:580 email: nimal@wasantha.lk			
	Appraisee: HR assisatant E.P.F#: 8814, password:9589 email: vipula@wasantha.lk name: Vipula kulathunga			
Tested Date	12/08/2009			
Test System	Windows XP, Intel Pentium M 740 processor, Internet Explorer			
Test Data	Add KRA = (added, not added)			
	Weightage %=(added, not added, exceed 100%) update=(update the KRA) delete=(delete KRA) Calculate total average points=(calculate)			
Test Case Description				
No.	Test Case	Sample Data	Expected output	Actual output
1	* E.P.F#: =selected * Add KRA = added, * Weightage %= added,	* E.P.F#: 8814 * Add KRA = update HR record * Weightage %=10.00%	Display” Successfully entered “	same
2	* * E.P.F#: =selected * Add KRA = added, * Weightage %= not added,	* E.P.F#: 8814 * Add KRA = update personal data	Error message “enter a percentage value to the weightage”	same

		* Weightage %=empty		
3	* E.P.F#: =selected * Add KRA = not added, * Weightage %= added,	* E.P.F#: 8814 * Add KRA = empty * Weightage %=10.00%	Error message “Enter details into text area of the key result area”	same
4	* E.P.F#: =selected * Add KRA = added, * Weightage %= exceed 100%(aggregate value)	* E.P.F#: 8814 * Add KRA = update salary data * Weightage %=10.00%	Error message “Value cannot be added as precentage is more than 100.Make it to 100”	same
5	Update KRA= Yes	Update any record	Show “success”	same
6	Delete KRA=Yes	Delete any record	Successfully deleted	same
7	Calculate total average points=”calculate”	Calculate =press calculate button	Show value 2.75 for total average points	same

Architectural Design of the proposed system



Appendix-XV

Installation and Configuration Guide

1. Click and install “wamp5_1.6.5.exe on the c:\ drive.
2. It will be installed as “c:\wamp’.
3. Open the “wamp” folder in the c:\ drive and then open the “www” folder in it.
4. Copy and paste folders “fpdf”, jppgraph”, “NEW” and “PHPWebAdmin” into folder “www”.
5. Click and install “hMailServer-4.3-b248.exe” on the “c:\” drive.
6. When it is getting installed provides the **password** and **remember** it.

Configuration of hMailServer

7. Then go to “start” and then programs and then hMailServer and start the service. See figure 1.1.
8. Then again go to “start” and then programs and then hMailServer and select “hMailServer Administrator” and you will get a screen as shown in figure1. 2.
9. Click “connect “ on that you will get the screen as shown in figure 1.3 and the enter the password” you entered during installation of hMailServer”
Step 6.
10. Go to the top left of the screen as shown in the figure 1.4 and click “Add domain...”

11. You will get screen as figure 1.5 and give domain as “wasantha.lk”. Fill the Catch-all address “gaya” and @ as “wasantha.lk” and fill the “Maximum size(MB)” as 20 and Max message size(KB) as 5. as shown in the figure 1.6. Each time save it.

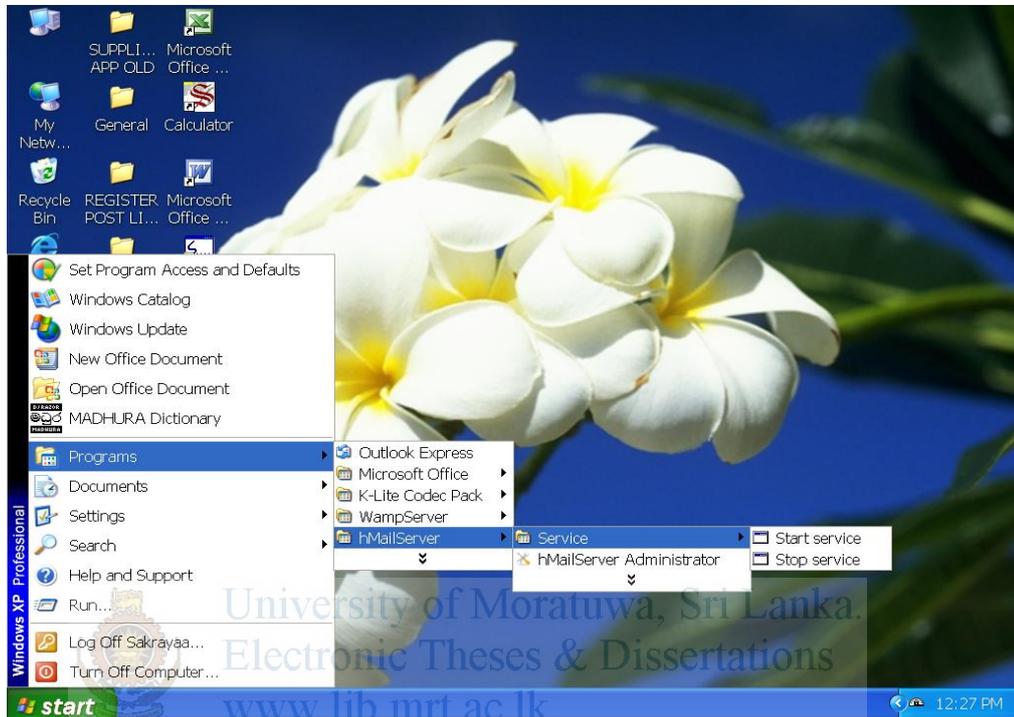


Figure 1.1: Screen Shot 1

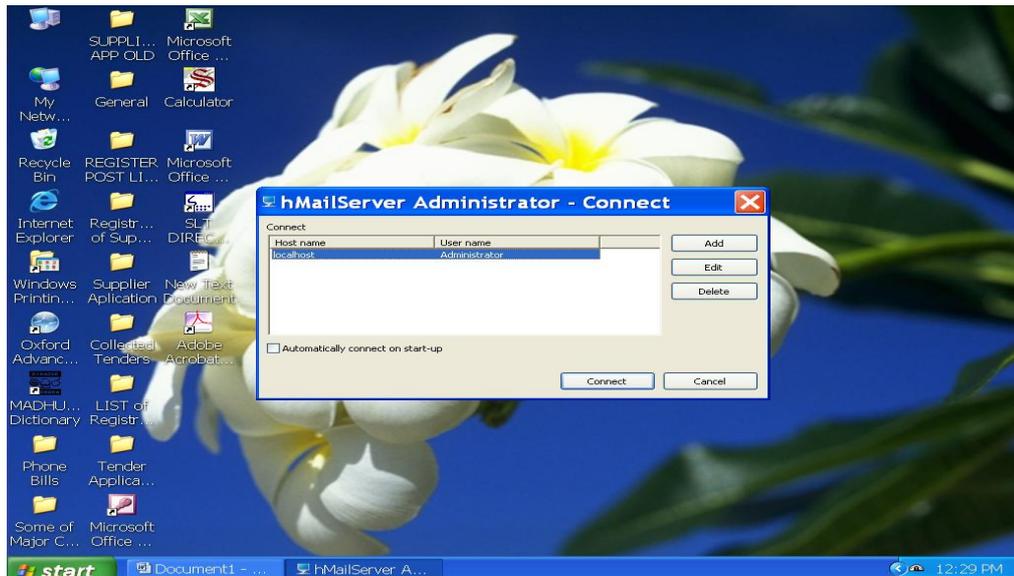


Figure 1.2: Screen Shot 2.

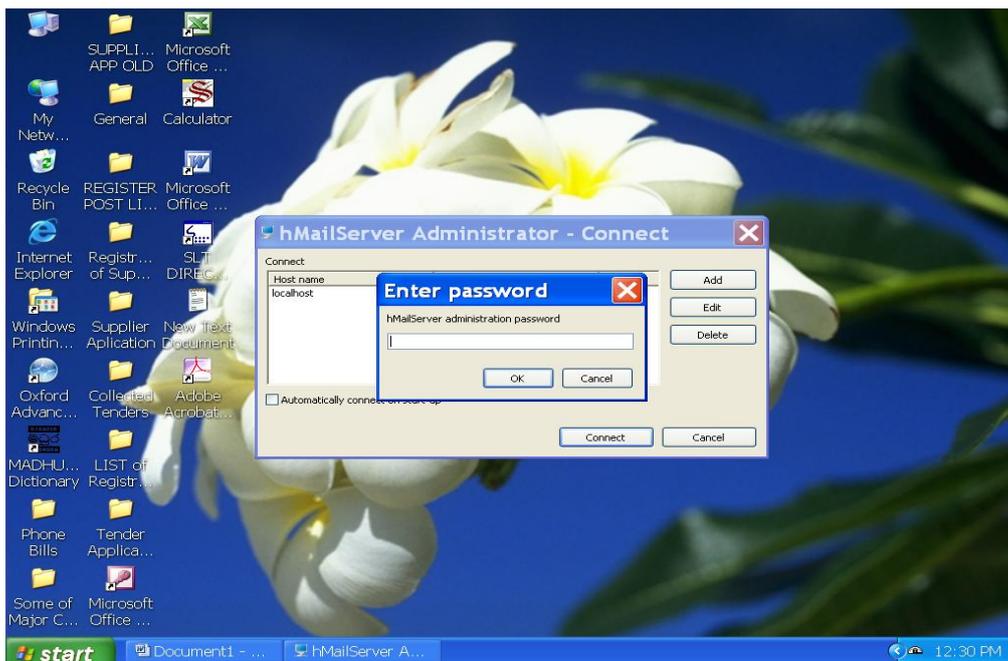


Figure 1.3. Screen Shot 3.

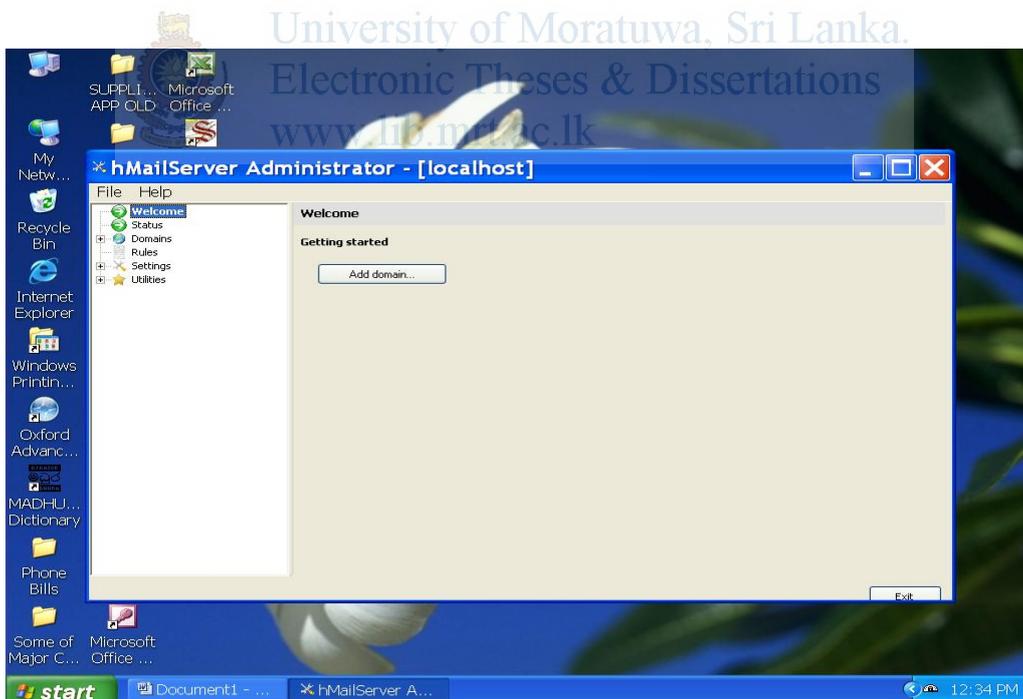


Figure 1.4: Screen Shot 4.

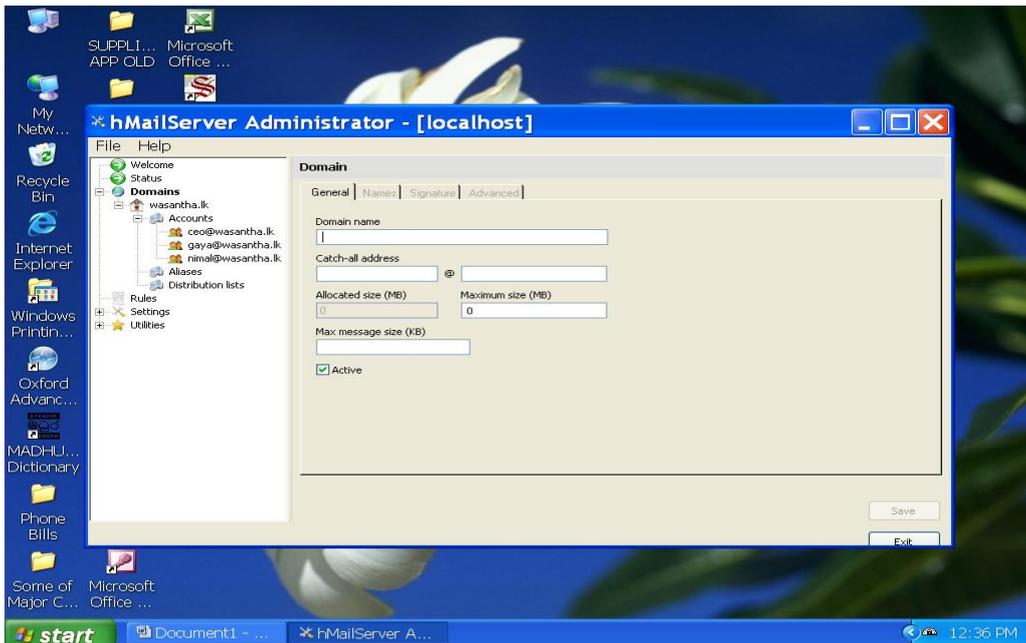


Figure 1.5: Screen Shot 5.

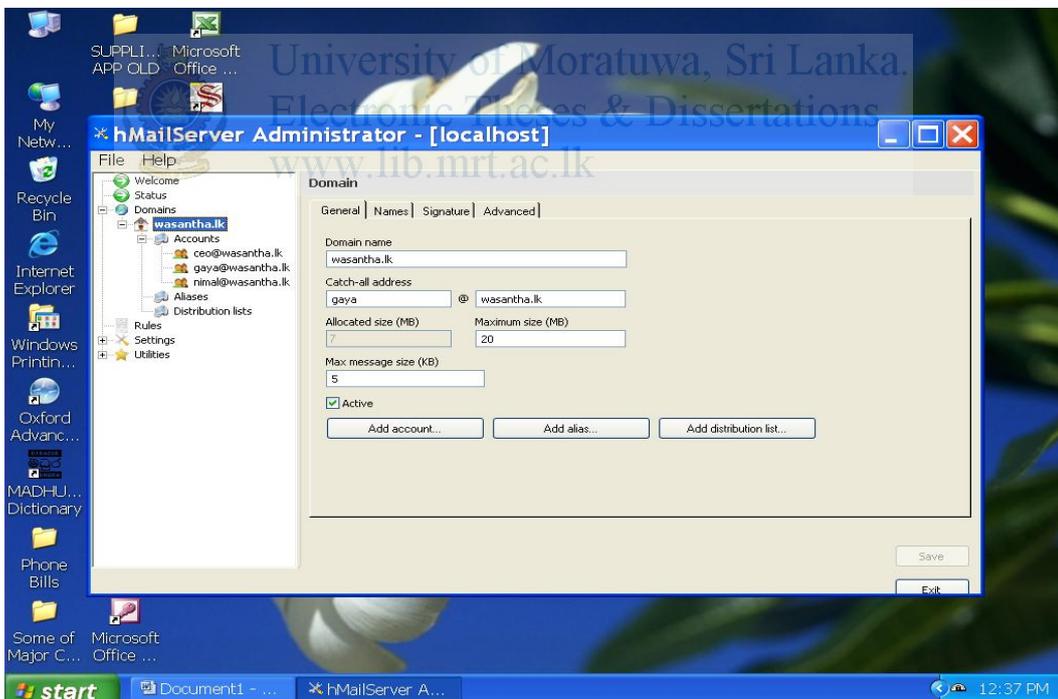


Figure 1.6: Screen Shot 6.

12. Then click “Add account....” and create e-mail account such as “ceo@wasantha.lk,vipula@wasantha.lk,athula@wasantha.lk, namal@wasantha.lk” etc. Fill the password in the <<Encrypted>> space. See figure 1.7. Save it.

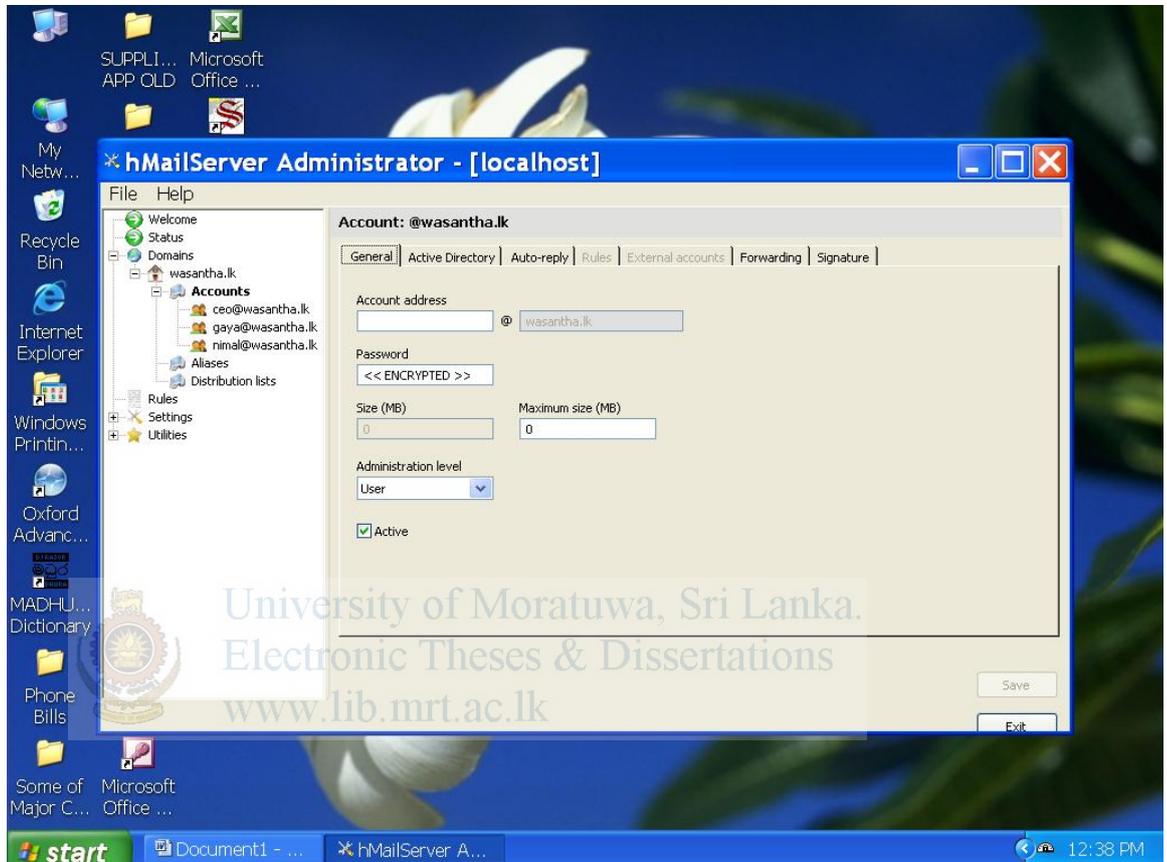


Figure1.7: Screen Shot 7.

13. Go the Setting and select Protocols and click only the “SMTP server” and “POP3 server”. Save it. See figure 1.8.
14. Then select SMTP and under the Connections, fill Maximum number of Simultaneous connections “200”. Fill the Max message size (KB) “50”. Save it.
15. Then select SMTP and select Delivery of e-mail and under Delivery of e-mail fill “Number of retries” as “4” and “Minutes between every retry as “4” and also the Host name as 127.0.0.1 for localhost. Save it. See figure 1.10.

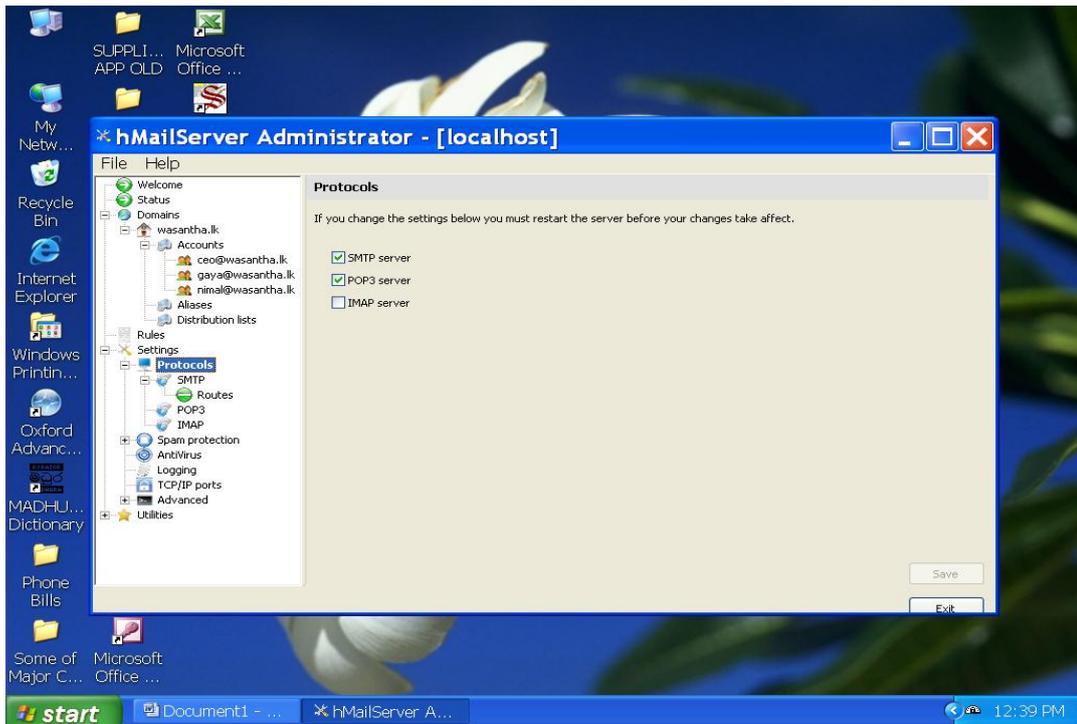


Figure1.8: Screen Shot 8.

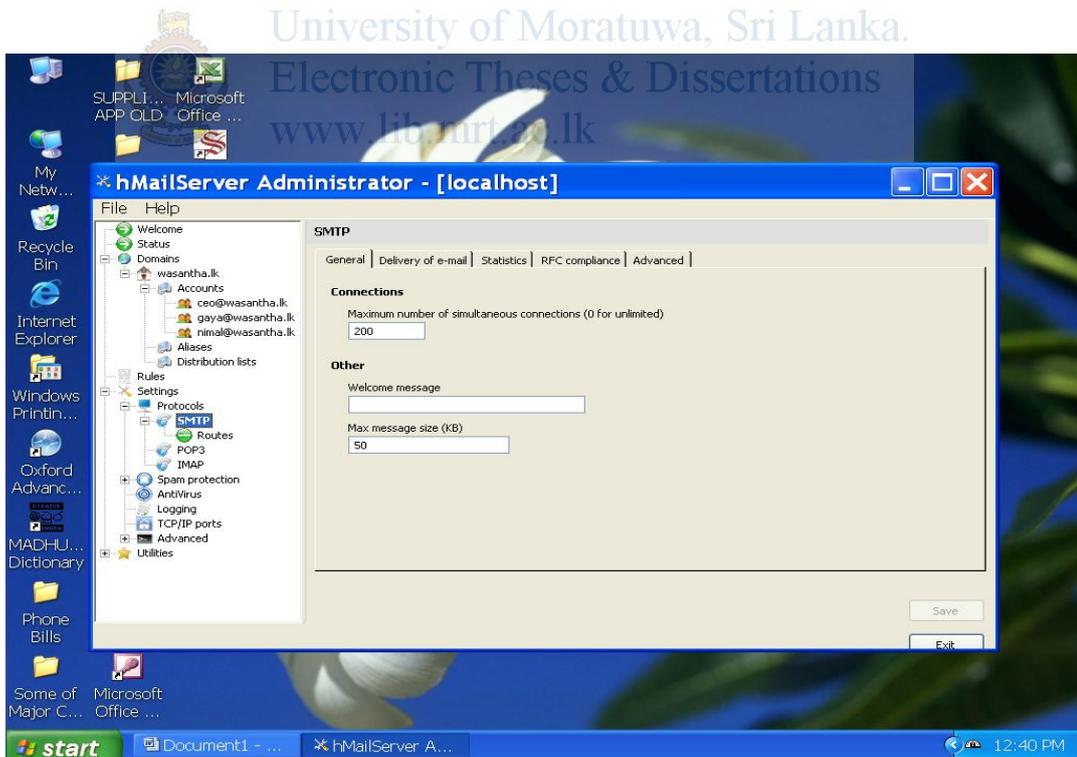


Figure1.9: Screen Shot 9.

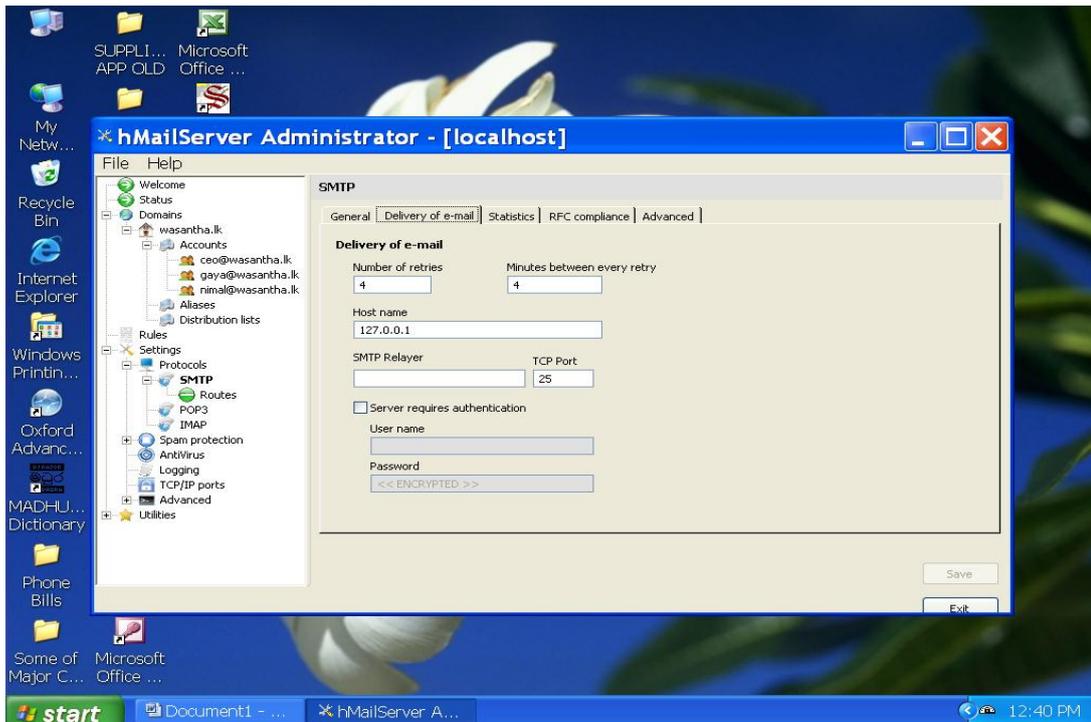


Figure 1.10: Screen Shot 10.

16. Select REC compliance and select Allow empty sender address and Disconnect client after too many invalid commands. See figure 1.11. Save it.

17. Select “Advanced” fill it as shown in figure 1.12. Save it. Bind to local IP address 127.0.0.1, Maximum number of recipients in batch as 100 and save it.

18. Select POP3 under Protocols in the menu fill Maximum number of simultaneous connections as 200. Save it. See figure 1.13.

19. Select Spam protection and then select Delete e-mail and save it.

20. Select AntiVirus and select Delete e-mail and save it. See figure 1.14.

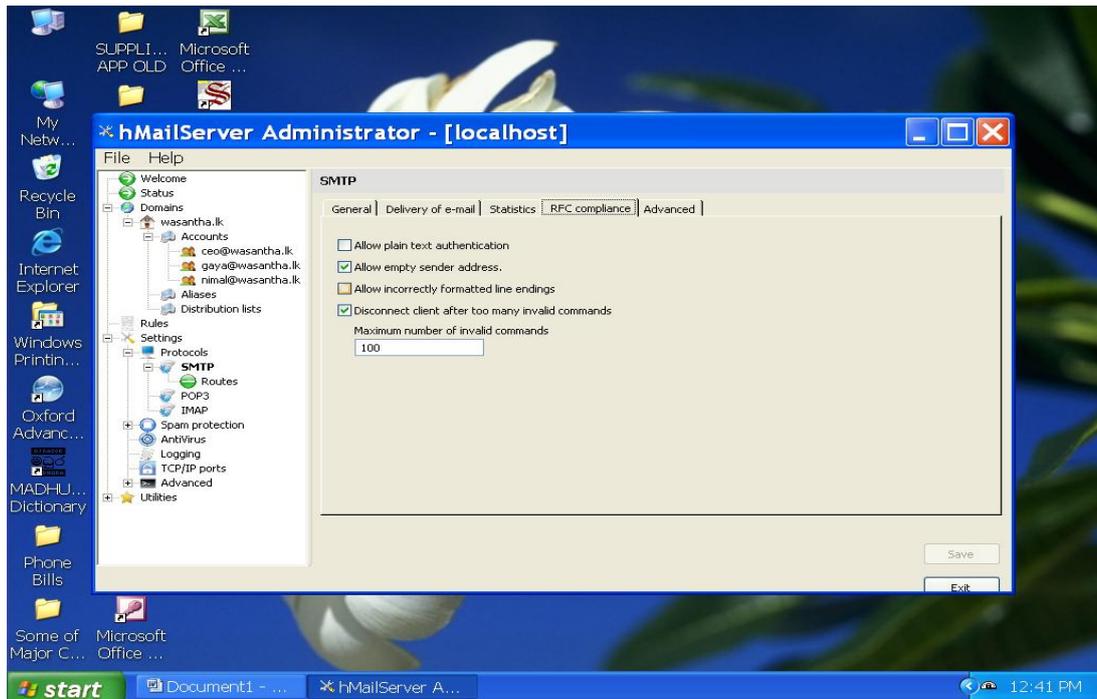


Figure 1.11. Screen Shot 11.

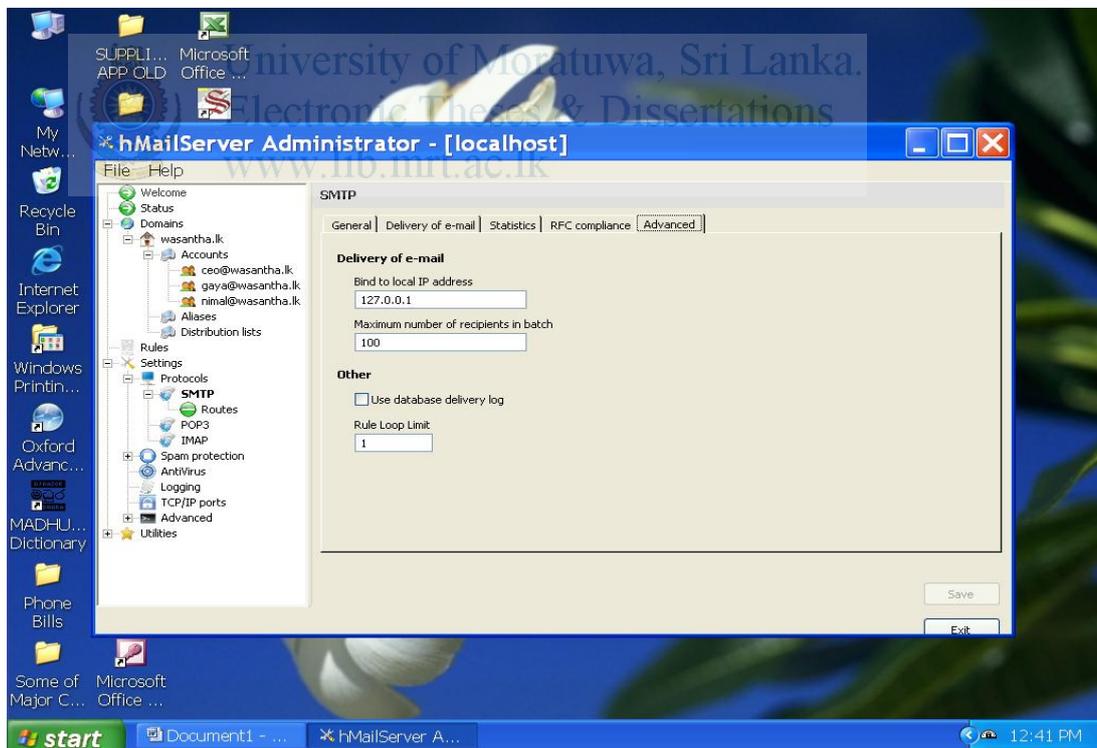
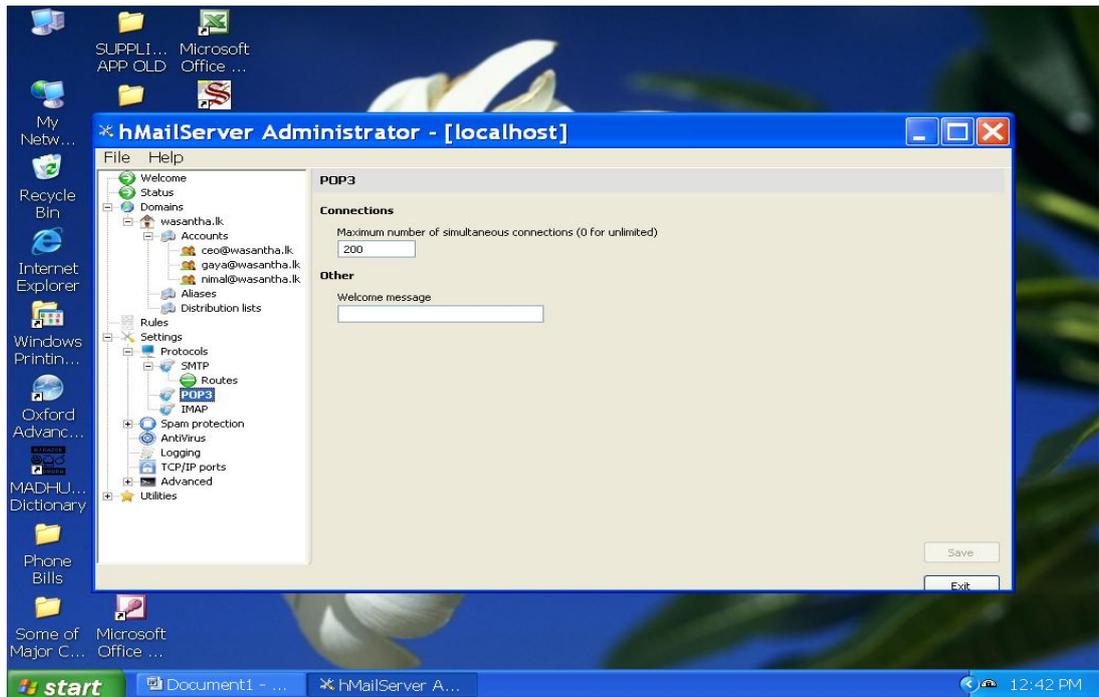


Figure 1.12. Screen Shot 12.



Figur1.13: Screen Shot 13

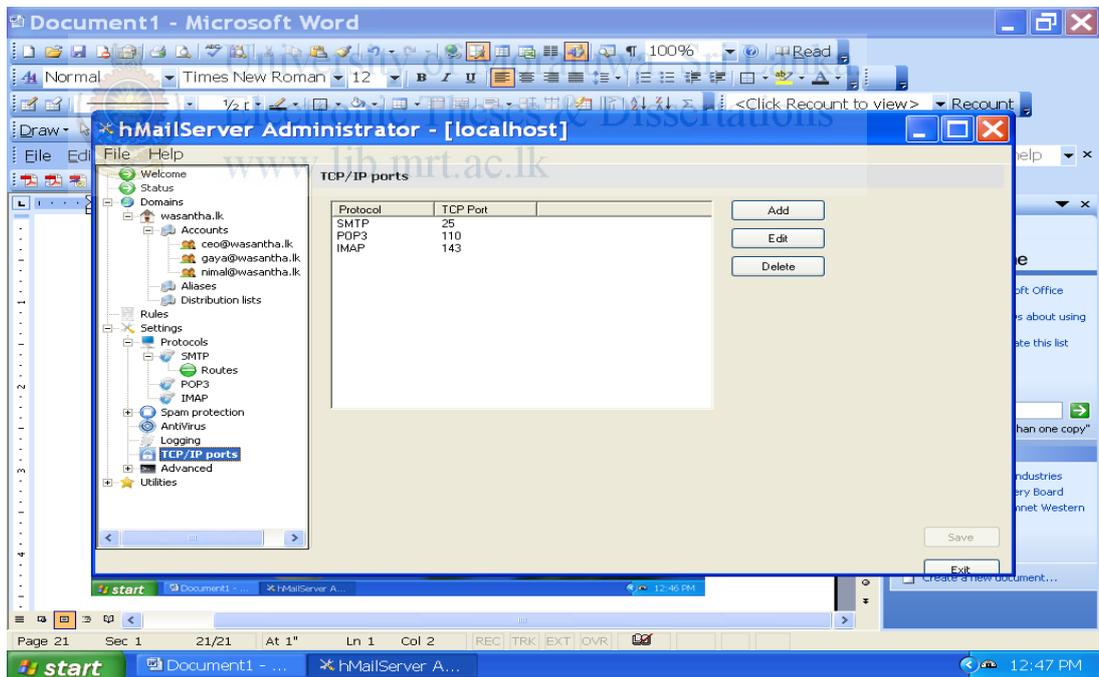


Figure1.14: Screen Shot14.

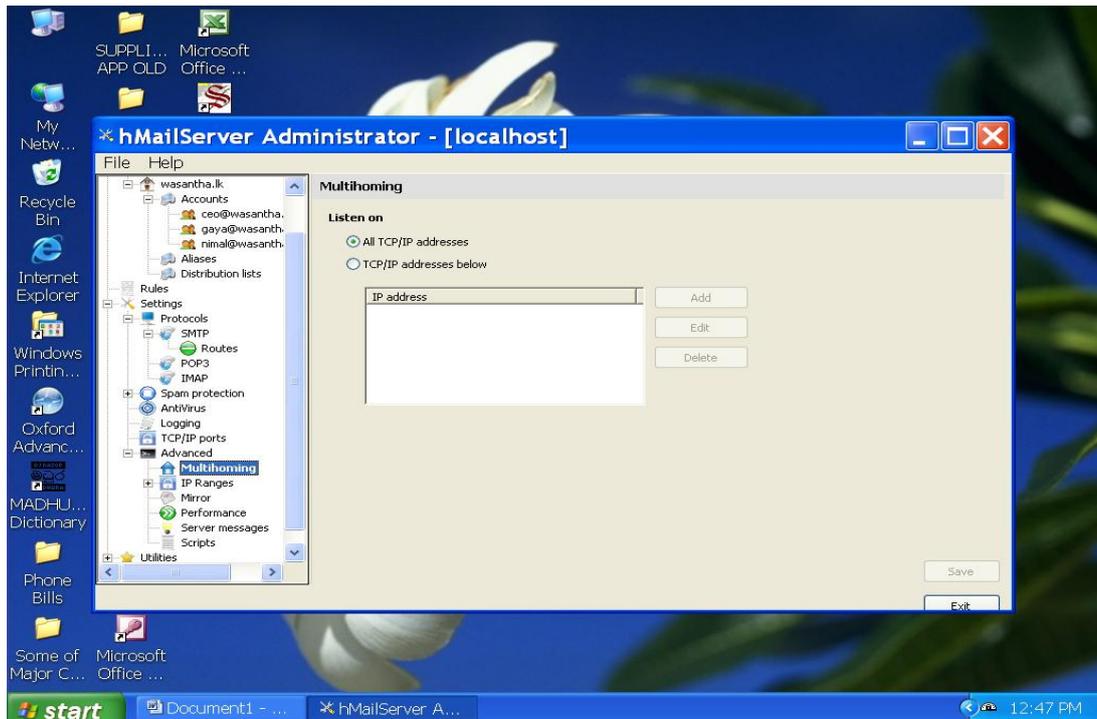


Figure 1.15: Screen Shot 15.

21. Select Logging and select Enable logging, SMTP conversations, POP3 conversations, TCP/IP and Mask passwords and save it.
22. Select Advanced and then select Multihoming and select All TECP/IP address and save it.
23. Select IP Ranges and change IP ranges as shown in the figure 1.16.

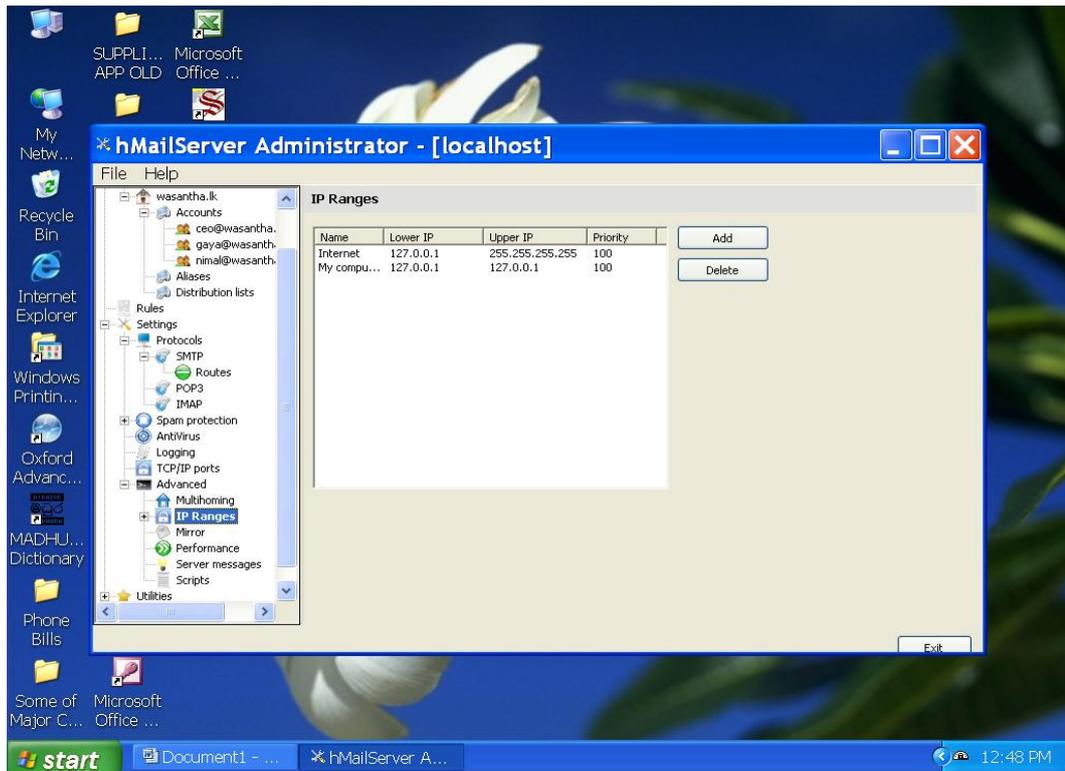


Figure 1.16: Screen Shot 16.


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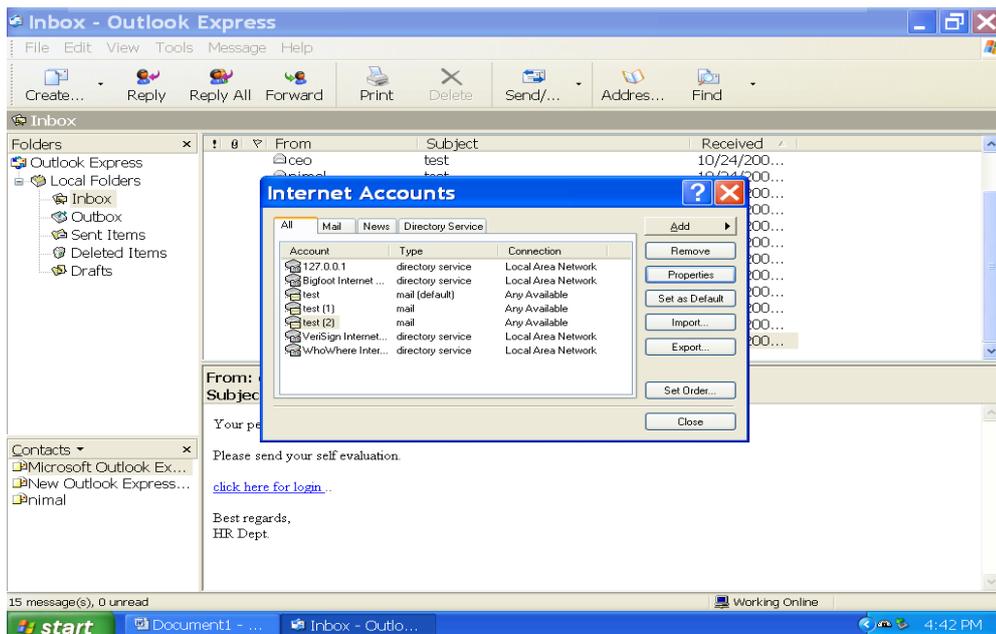


Figure 1.17:

24. Open the Outlook Express and go to tool and select Accounts... and then you will get a screen as shown in the figure 1.17. Select Add and select Mail.

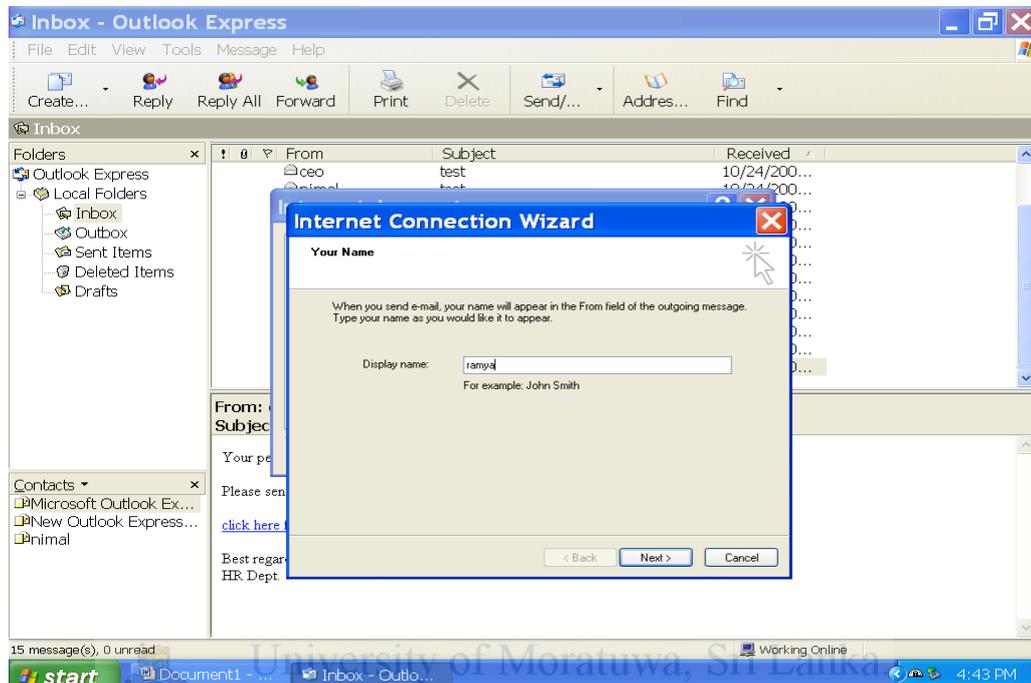


Figure 1.18: Screen Shot 18.

25. Once you select the Mail as mentioned in the step 23 you may get the screen as shown in the figure 1.18 and enter first part of the e-mail address. Then click the next.

26. Fill the correct e-mail address and click next. See figure 1.19.

27. Fill with your computer name in the Incoming mail and Outgoing mail. E.g.: test. See figure 1.20.

28. Fill the password and click next. See figure 1.21.

29. Then finish click. See figure 1.22.

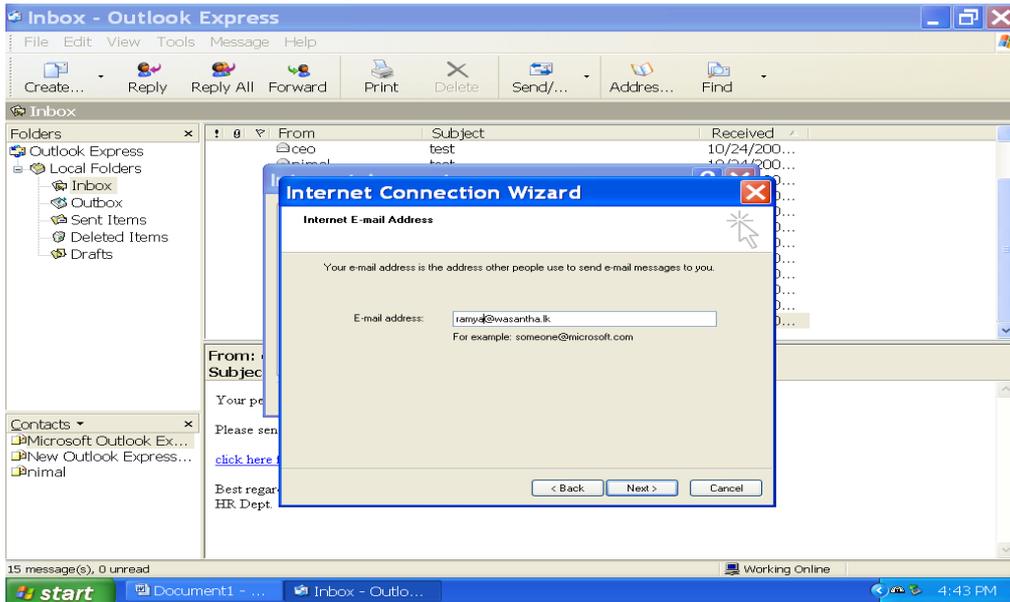


Figure 1.19: Screen Shot 19.

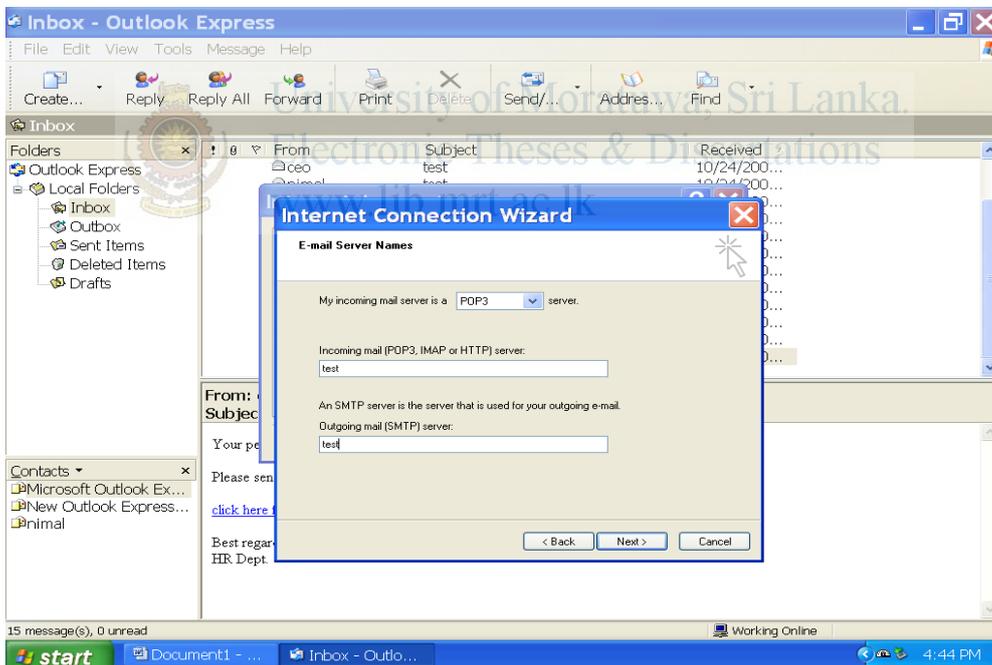


Figure 1.20: Screen Shot 20.

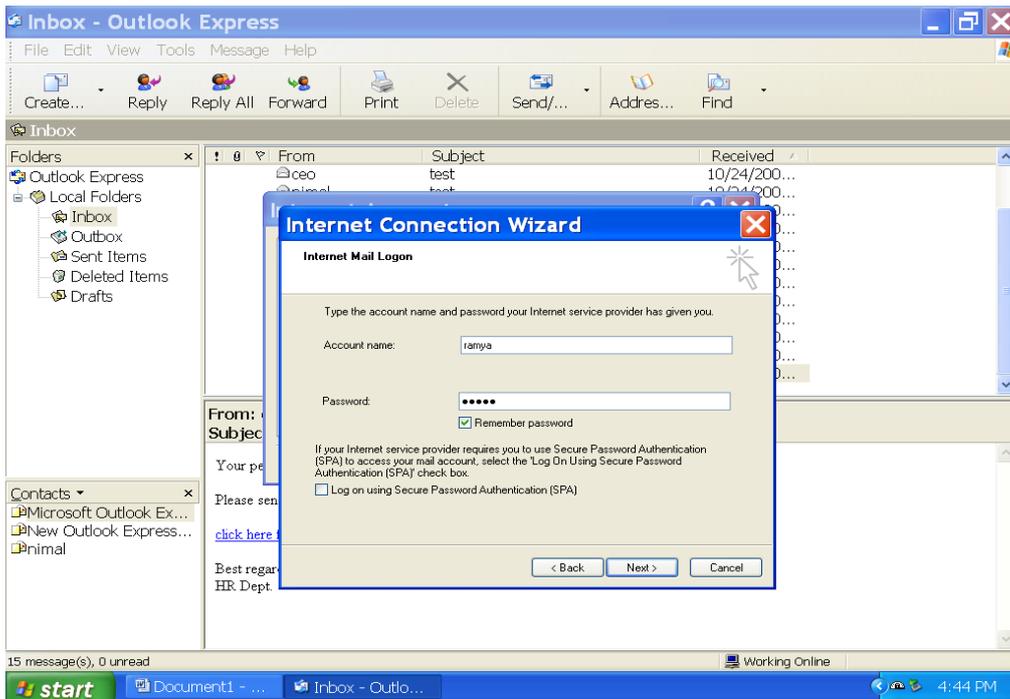


Figure 1.21: Screen Shot 21.

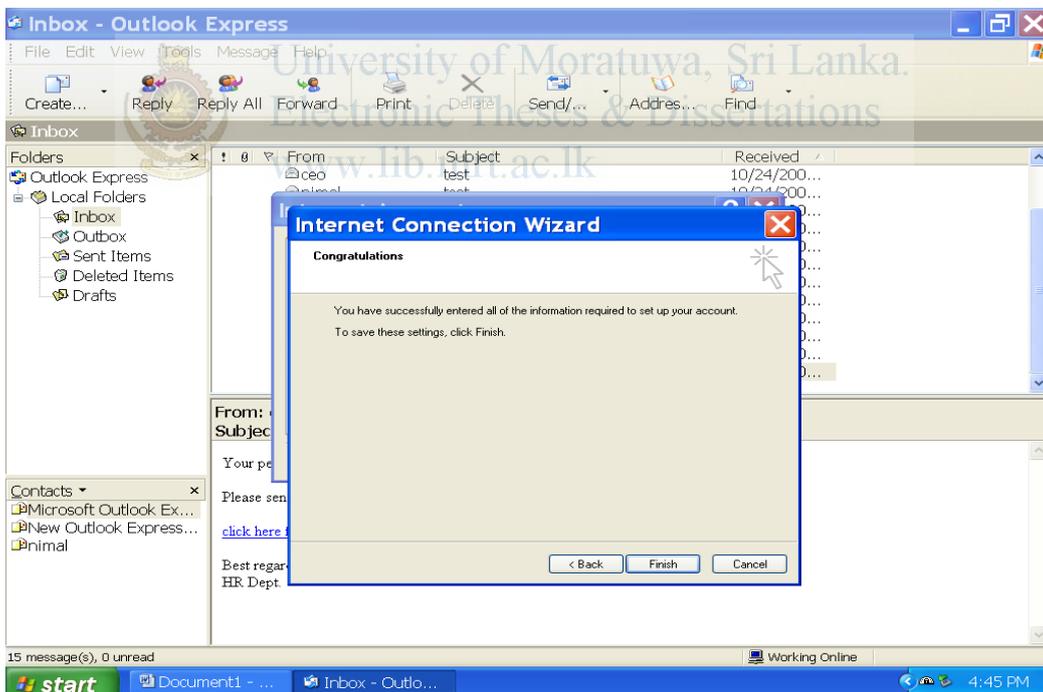


Figure 1.22: Screen Shot 22.

30. Select the created account as shown in the figure 1.23. Then Select properties.

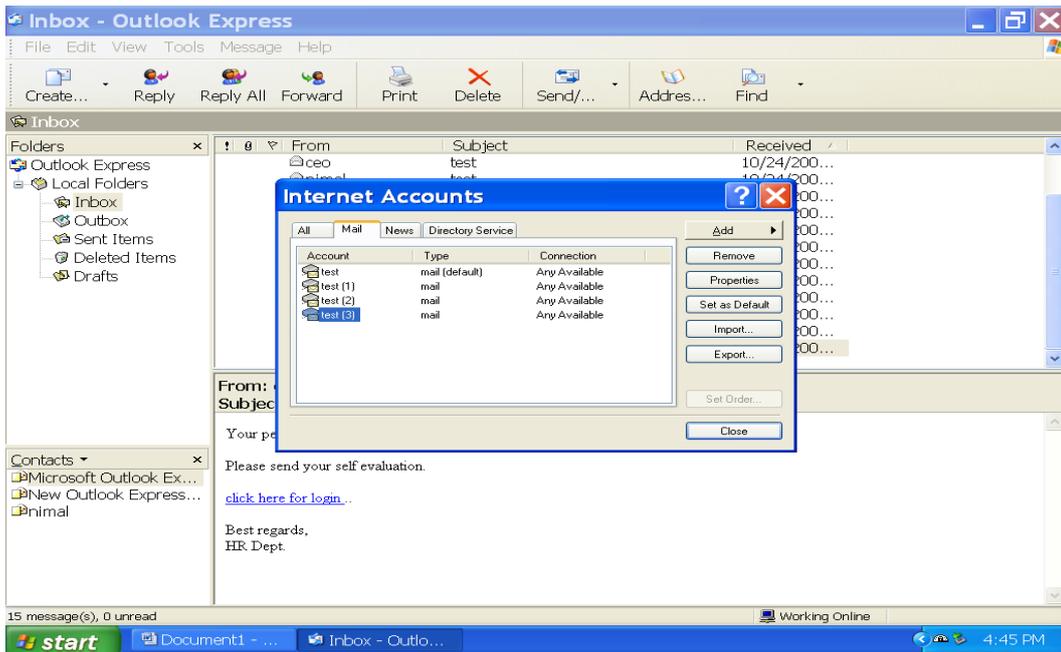


Figure 1.23: Screen Shot 23.

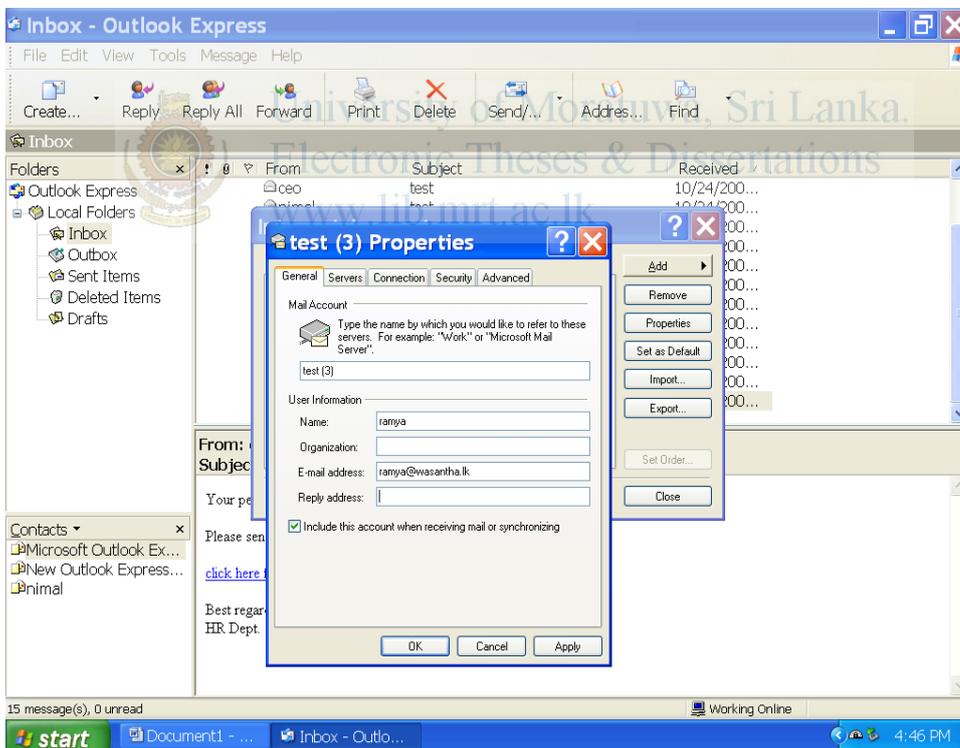


Figure 1.24: Screen Shot 24

31. Then you will get the screen as shown in the figure 1.24. Fill the reply as same as the E-mail Address. Click Apply and OK buttons.

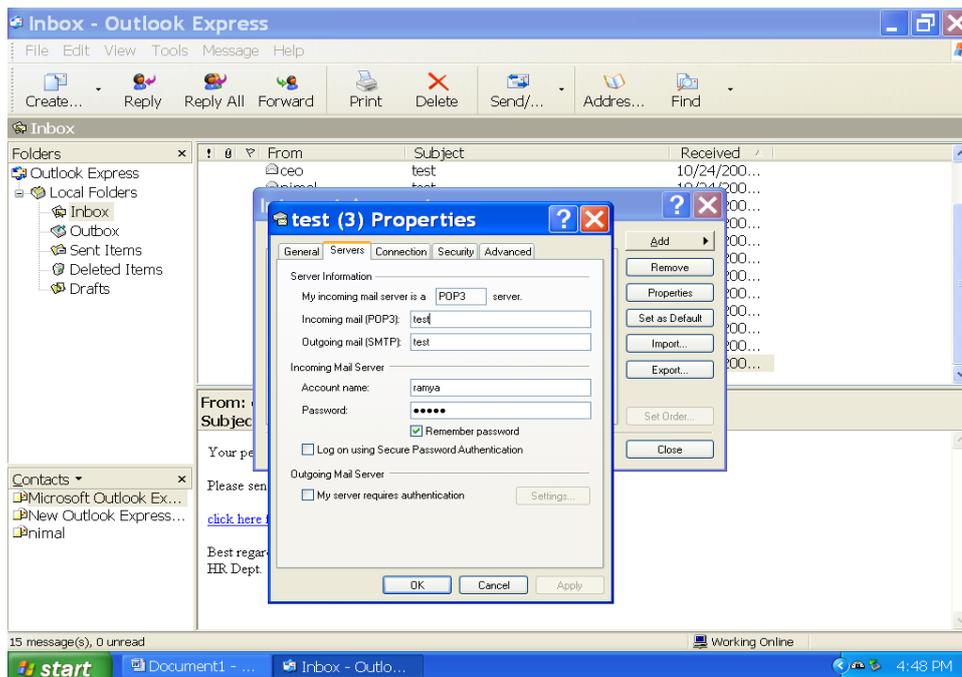


Figure 1.25: Screen Shot 25

31. Select again the properties of the created account and select server option and click OK. See figure 1.25.
32. Make sure to create accounts in both hMailServer and client outlook other it will errors. Also especially for the account you put in catch all address on the hMailServer.

Enabling of PHP Extensions.

33. Once you do all these installation and go to wamp icon at the bottom corner of the status bar. Select Php_gd2 and php_fpdf and restart the wamp service. See figure 1.26.

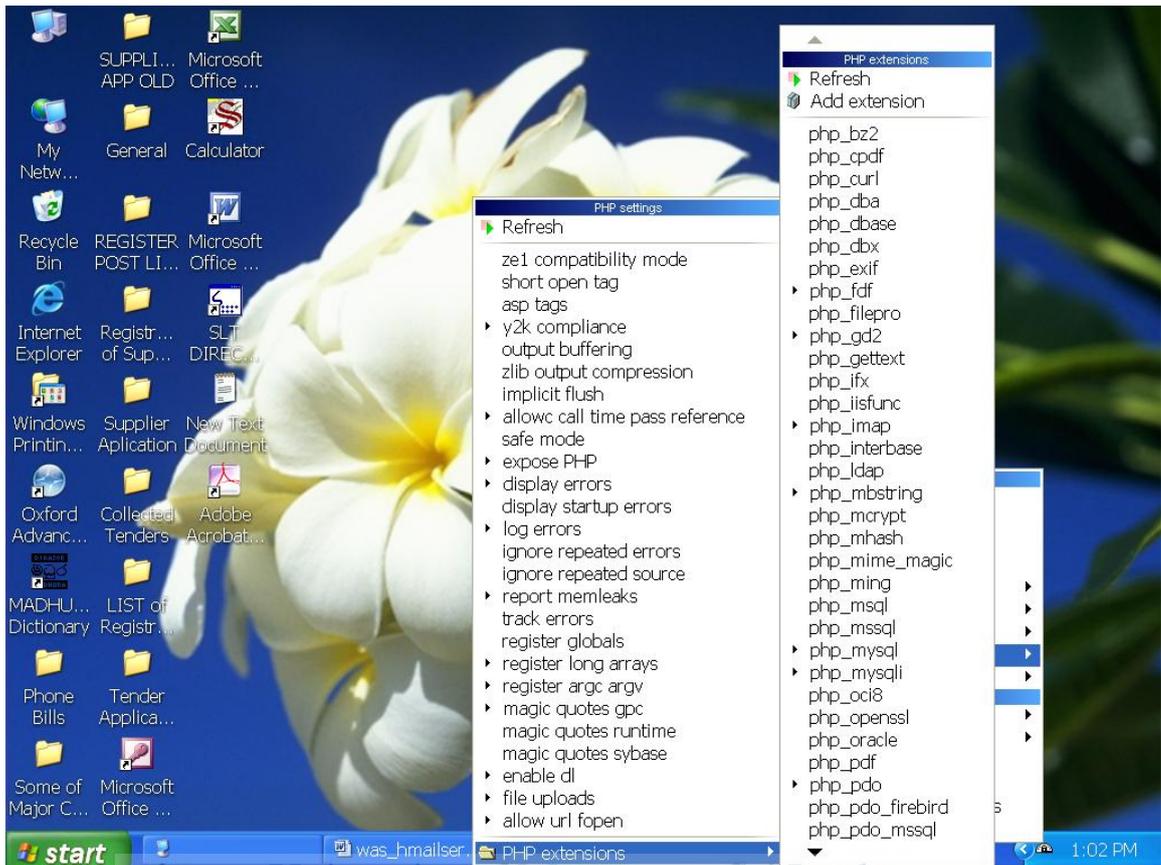


Figure 1.26: Screen Shot 26

Configuration of httpd.conf

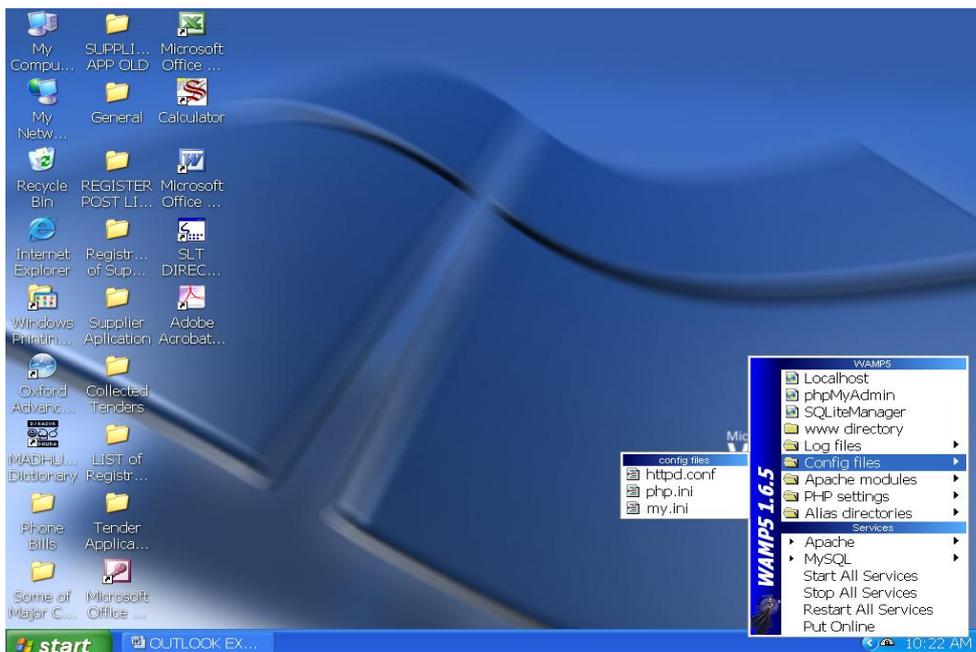


Figure 1.27: Screen Shot 27

34. Select the wamp icon on the status bar and select http.conf file and open it.

See figure1.27.

35, Select “DocumentRoot , it is “c:/wamp/www”, see figure 1.28. Then change the DocumentRoot as “c:/wamp/www/NEW”(see figure1.29) and save it.

Then select the wamp icon and “Stop All Services” and again “Restart All Services”. When you click on Internet Explore it will open the company page on the browser.

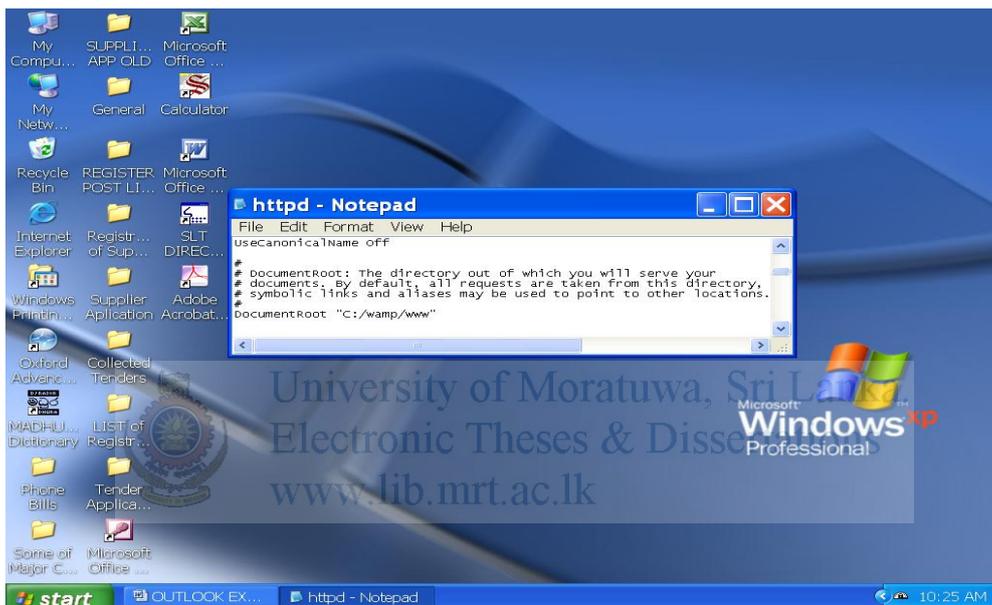


Figure1.28: Screen Shot 28.

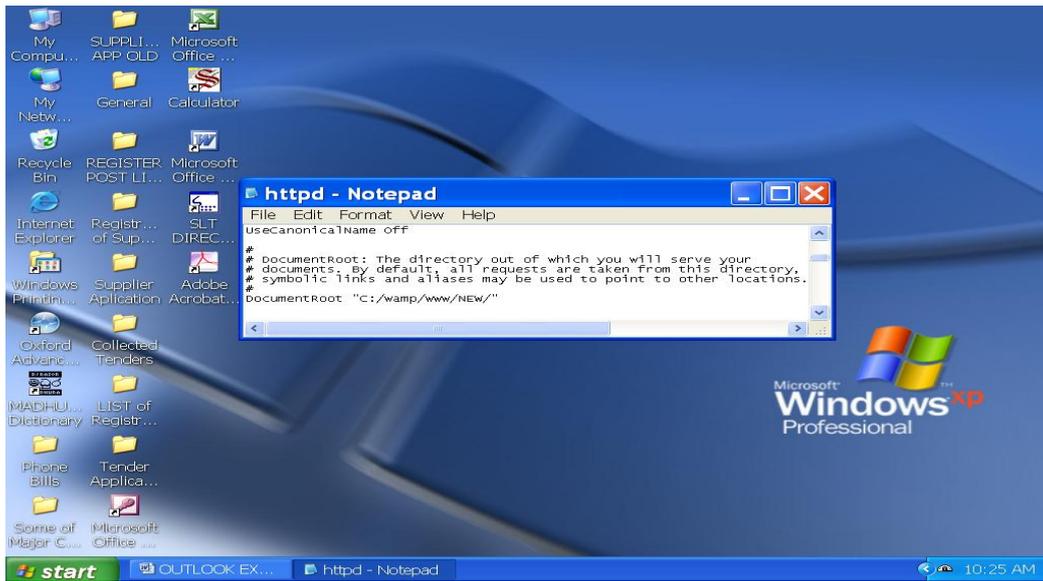


Figure1.29: Screen Shot 29.



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Appendix-XVII

WEB BASED INTRANET INFORMATION SYSTEM FOR METROPOLITAN GROUP OF COMPANIES

BY

I.H.W.K.DE SILVA

Registration No: 4/10010

Index No:4/10010



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Supervisor: Mr.Mohamed Firdhous

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PROJECT CHARTER			
Name of the Candidate	I.H.W.K.De Silva		
Registration No.	4/10010	Index No.	4/10010
e-mail Address	wasanthas@metropolitan.lk		
Title of the Project	Setting up an Intranet server for web application to use for common reports and various other internal communications.		
Executive Summary	<ul style="list-style-type: none"> • Publish common report on the web. • Make available easy access of information to the users. • Securing the information transmission. • Provided needed forms • Permit online transactions (filling out an expense requisition). • Set up a separate server • Setup LAN connection to relevant users where it is not available. <p style="text-align: right;">Task list</p>		
Supervisor	<p>Name: Mr.Mohamed Firdhous Organization: University of Moratuwa Designation: Lecturer Address: Faculty of Information Technology, University of Moratuwa 100/A, D.S. Senanyake Mawata, Colombo 8, Sri Lanka. Phone: + 94 11 4619 771/2, +94 11 4610 320 (General) Fax: + 94 11 4619 774 e-mail: firdhous@itfac.mrt.ac.lk</p>		

1. Introduction

Metropolitan Group is one of the foremost corporate entities in Sri Lanka. Since liberalization of the economy, the group has been closely associated with both the public and private sectors, responding meaningfully to their changing needs, It is today, diversified organization engaged in several spheres of activity.

Metropolitan Agencies was formed in 1958 to market office products and requisites, company activities have been diversified to marketing office automation, communication and computer products and services. Metropolitan took the lead in introducing modern electronic equipment to the Sri Lankan business and industry sector. Expansion of activities to communication and computer equipment followed soon after. With rapid expansion in activities, subsidiary companies were formed to focus attention to diverse requirements and needs in the industry, and to serve them effectively.

The Group represents many world-renowned companies in Sri Lanka as their agents and/or business partners, marketing a range of products that are internationally acclaimed and acknowledged.

Metropolitan Computers (Pvt) Limited, MCPL is a fully owned subsidiary of the Metropolitan Group, which markets computers and IT solutions. The company represents Acer Computers in Sri Lanka and has a wide installed base of customers in public and private sector institutions. MCPL is also a tear one partner of IBM Sri Lanka.

MCPL offers a range of Canon and Printronix printers, along with a host of other peripheral equipments and network hardware. The company is also authorized agent in Sri Lanka for Novell NetWare and Suse Linux and provides network solutions to its customers. MCPL also distributes 3 COM products in Sri Lanka.

MCPL uses ERP system for analysis of its business activities for more than 2 years. It also uses for invoicing, which is directly link to stock maintenance of the company.

The suggested intranet web system would definitely enhance the current practices, as it will focus on handling of leave approval, transmitting important documents via secured channel, approving credits for customers and communicating other important messages and latest business news.

This also includes a setting up of a server and installation of LAN facilities to some of the users.

2. Problem Domain and Motivation

At the moment documents such as leave application and other valuable documents are handling manually through peons. Hence some important messages might be leaking to the competitors. Sometime it is time consuming. This can be extended to our regional business units established in island wide.

Due to these problems the company thinks that it is important to establish system like this to overcome such difficulties.

3. Project Goal and Objectives

1. Developing a secured web based workflow and web based system.
2. Publish common report on the web.
3. Make available easy access of information to the users.
4. Securing the information to the users.
5. Provided needed forms.
6. Permit online transactions (filling out an expense requisition).
7. To provide the latest business news to the marketers.
8. Publish current events.

4. Similar Work and Relationship to the Project

In many places this type of work have been published and used. The same thing has been extended to extranet activities with the use of Internet. At the moment the company using ERP package for business activities. It provides outstanding credits, age analysis net profit and gross profit, profit gained, monthly P (Profit) and L (Loss) etc.

5. Scope of the Projects

1. Provide timely needed information with this system.
2. Provide those details with an easy access system.
3. Provide important information with a secure system.

6. Deliverables

Web based intranet information system.

7. Parameters for the measurement of success.

1. Measure the number of hits.
2. Independent users' survey.
3. Users voting.
4. Usage of hard copies against system.

8. Risk and Risk Mitigation Plan

System may be hacked by unknown outsiders.

Hence require a standby system and a firewall.

9. The Client or the Sponsor

Metropolitan Group.

10. Project Schedule.

Task Name	Duration	Start	Finish
Project Start	0 days	7/8/2005	7/8/2005
Requirement Analysis	7 days	7/8/2005	7/18/2005
System Analysis	7 Days	7/19/2005	7/27/2005
Software Design	12 days	7/28/2005	8/12/2005
Programming	14 wks	8/15/2005	11/12/2005
Testing	1 wk	11/21/2005	11/25/2005
Setting up the server	1 day	11/28/2005	11/28/2005
Integration & testing	1 wk	11/29/2005	12/5/2005
Documentation	18 days	12/6/2005	12/29/2005
Project End	0 days	12/29/2005	12/29/2005

Student's Signature

Supervisor's Signature

Date:

Date:

Appendix-XVI

User Guide

1. Login

Need to have a valid E.P.F# and the Password.

Depending on the User level a relevant page will be open. Each user page is given the details.

When you enter new user data make sure to enter correct details especially user level. The user levels are,

1. User level-1-admin
2. User level-2-dataentry
3. User level-3-normaluser
4. User level-4-admin/Dept.Head
5. User level-5-admin/ceo
6. User level-6-HRpage.

Also CEO carries e-mail address as ceo@wasantha.lk and user level 6 is meant for HR page and designation of the selected person's would be HR manager if user level is 6.

2. Appraiser form

This is already discussed in the Chapter 4. However once you click this page you will get the page as shown in the figure 1.1. Then go to select combo box and select the relevant E.P.F.# of the appraisee and fill it. You can not submit this form with blank area at it's bottom.

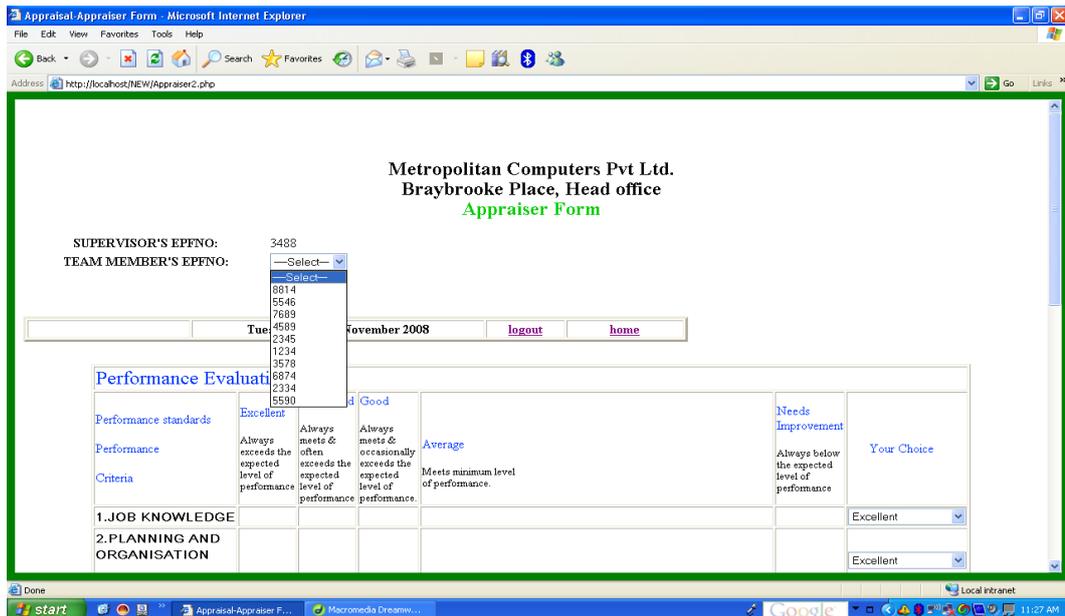


Figure 1.1: Screen shot of the appraiser form

All other forms are same as this.

2. Increment form

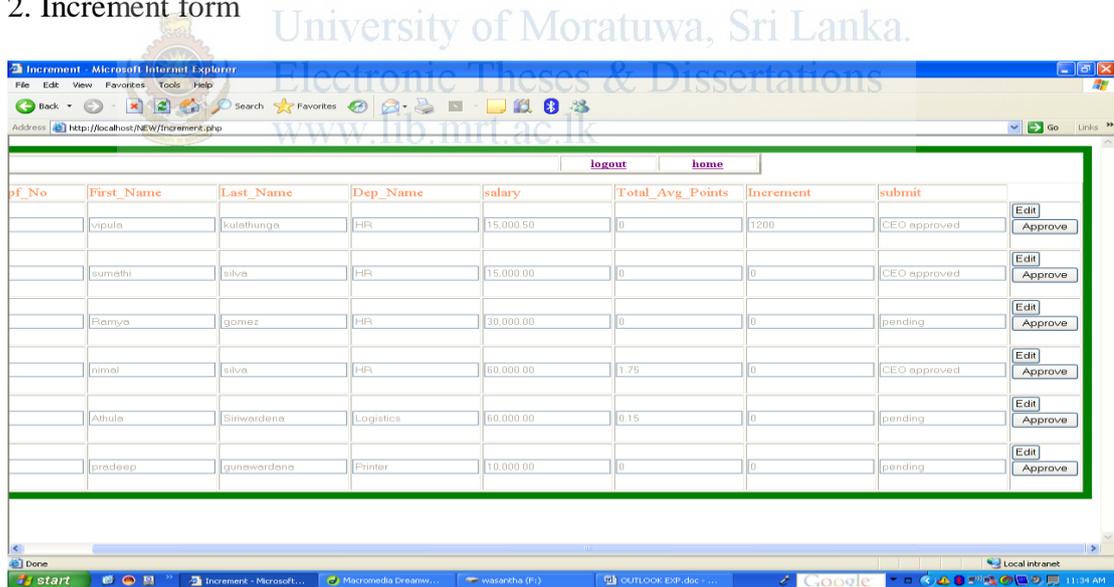


Figure 1.2: Screen shot of Increment form

Increment form is meant for department head and CEO only, see figure 1.2. Once the department head has approved his/her increment and submitted it, it will come to the CEO and who will see that it as a pending for CEO's approval. Once the CEO is approved it, it will appear as CEO approved. CEO also can edit the increment value of any individual.

3. KRA form

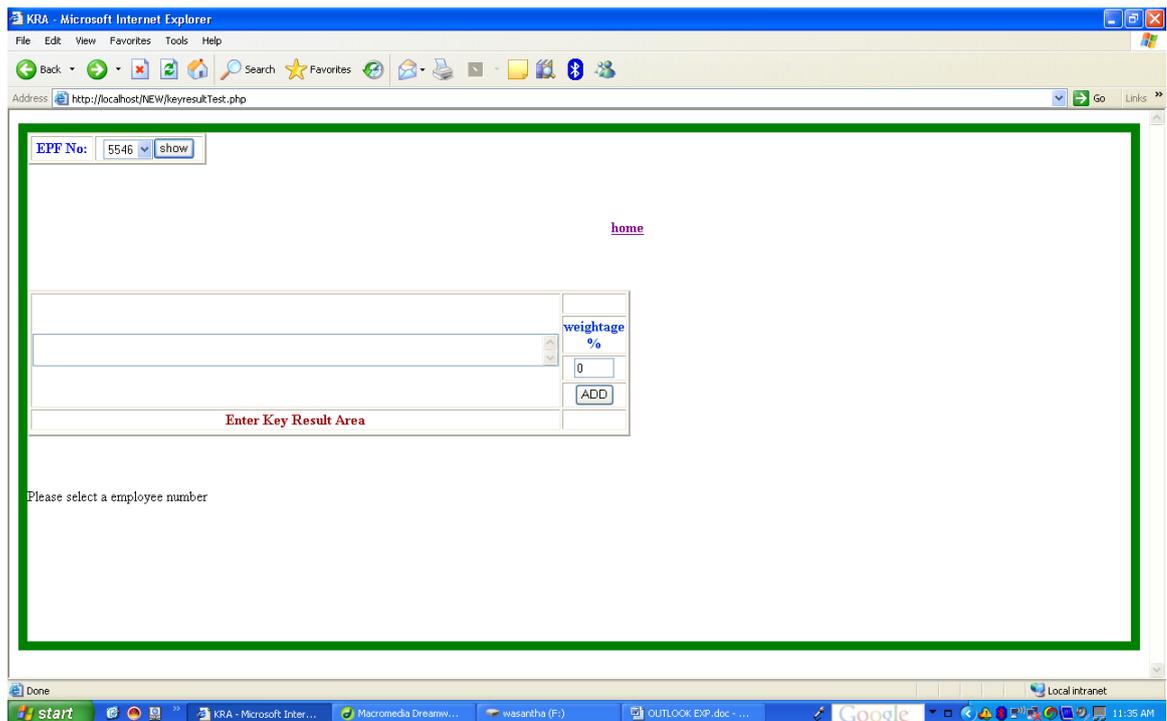
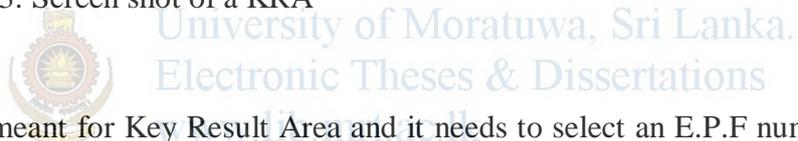


Figure1.3: Screen shot of a KRA



This is meant for Key Result Area and it needs to select an E.P.F number (see figure 1.3) of a member from select combo and fill area one by one allocating certain percent value for it.

If the percent value is exceeded 100 adjust it by deleting any area/areas and reallocating percent value.

At any given time these areas added can be deleted and updated. At the time of evaluation evaluate these KRA one by one give them a rank/s by selecting the adjacent select box. Then press “Calculate” to get the Total Average points and press “save” button. See figure 1.4.

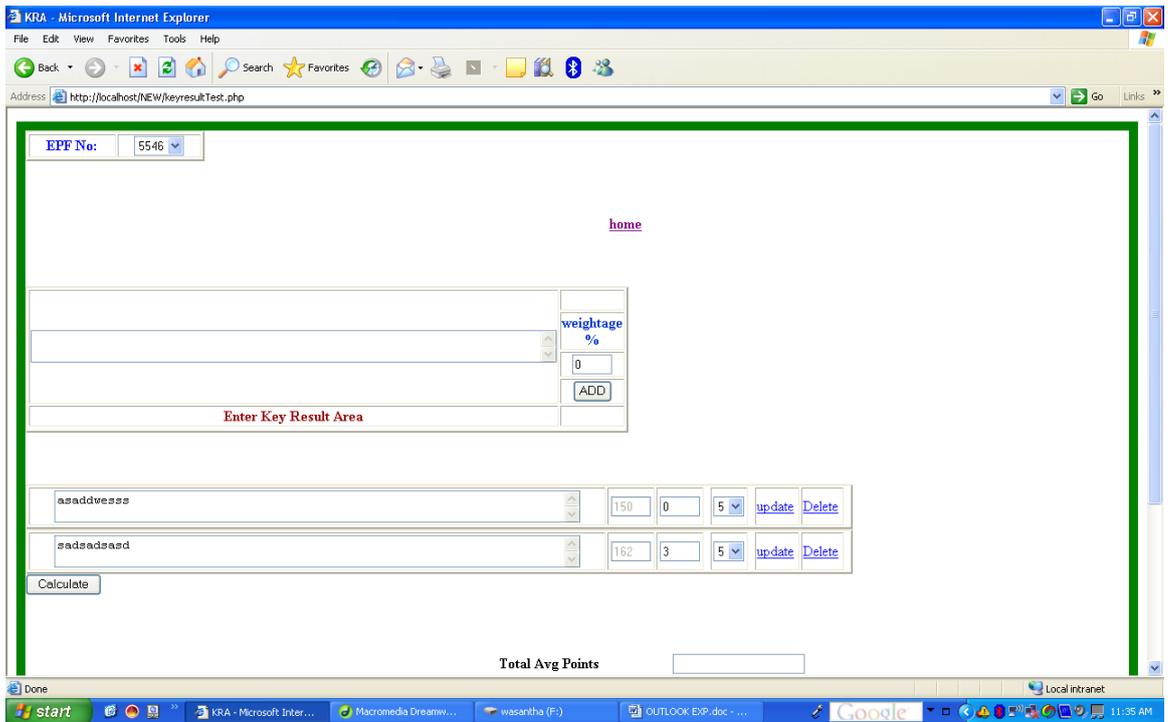


Figure 1.4: Screen shot KRA form when selected “show”



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