HIGER TECHNICAL INSTITUTE

COURSE IN GENERAL STUDIES

DIPLOMA PROJECT

PERSONNEL UTILIZATION SYSTEM
CS/217

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Introduction

The goal of the project is to develop and implement a computerized software system for Personnel Utilization and management. This system will help managers and other responsible employees in an organization to best manage, and control the organizations personnel resources.

The major function of the system are:

1. Investigate the process of personnel management. During this process uncover the theoretical principles of the employee utilization process and identify all the significant type of data kept, the information extracted and the processes taking place in personnel management departments.

2. Develop a computerized personnel utilization system which will perform the following major activities:

2.1 Maintain all necessary employee data (e.g. employee details, employee experiences, qualifications, salary details, previous employment, project experiences, skills, education, training, passed exams, etc) which will support employee management.

2.2 Maintain all necessary company data (e.g job specifications, education requirements, evaluation data, etc) and other type of data which will allow the system to correctly support the employee management processes.

2.3 Provide support for the following processes relating to personnel:

Designing and presenting the organizational structure
Planning organizational needs
Promotions and promotion paths
Reassignment(Transfers)
Layoffs
Project assignments
Human resource evaluation
Company job evaluation
Employment and new hiring(candidate employees) management

2.6 Prepare appropriate reports (to printer/file/screen) relating to the employees, the company and the management processes implemented. A report generator must be also available for the creation of ad hoc reports.

2.7 Prepare online inquiries relating to employee data, company data and management processes implemented.

2.8 Provide online help facilities for the different categories of users

2.3 Prepare a project report.

2.4 Prepare a user manual for the system

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