



**SYSTEM ANALYSIS AND DESIGN
(SECP2613)
SECTION 01**

**PHASE 1:
PROPOSAL**

**SUBMITTED TO:
Dr Muhammad Iqbal Tariq Bin Idris**

**GROUP NAME:
PIXEL INC**

NAME	MATRIC NO.
RISHMA FATHIMA BINTI BASHER	A20EC0137
MADINA SURAYA BINTI ZHARIN	A20EC0203
TERENCE LOORTHANATHAN	A20EC0165
NAYLI NABIHAH BINTI JASNI	A20EC0105

Phase 1 – Proposal

Overview of Project	3
Problem Statement	3
Proposed Solutions.....	4
Mission Statement.....	4
Log in / Sign up:	4
Manage Candidate:	4
Manage interview:	5
Manage Salary:.....	5
Manage Staff:.....	6
Objectives.....	7
Scope.....	7
Benefits	7
Feasibility Study	8
Technical	8
Economic.....	8
Operational	8
Planning (Gantt Chart).....	9

Phase 1 – Proposal

Overview of Project

Technocom Systems Sdn Bhd, an organization founded as a member of Venture Group which was established in 1984 as a start-up company to provide contract manufacturing services. Technocom specialises in manufacturing and assembling electrical and electronics, computer, and medical products. This organization is in Kempas Johor which is approximately in the middle of Johor Bahru.

With a company size of 501 to 1000 employees, Technocom is rapidly making ground towards becoming a successful company. Technocom offers so many benefits to attract professionals into their organisation such as Dental, Medical, Gym, Parking, Bonus in pay, and Profit-Sharing benefits. Not to mention, their reputable mark in the production and manufacturing industry also attracts fresh and senior specialists in the field to join Technocom.

With such benefits and a reputation to attract specialists into joining them, it is obvious a reliable e-recruitment system is in need. Therefore, this proposal is to upgrade and digitalise the current recruiting system in place at Technocom. A E-Recruitment system is a system which is online based, with a purpose of centralising all processes relating to recruiting within it. Thus, it requires less manpower and hours to operate the system.

Problem Statement

- Difficult to trace any entry or changes to applications.
- Difficult to ensure data compliance.
- A great amount of time is required to operate the traditional recruitment system.
- A great amount of workforce is required to operate the traditional recruitment system.
- Difficult to conduct analysis and studies on HR team effectiveness and efficiencies.

Proposed Solutions

Mission Statement

To solve all issues with traditional system, the new system should:

- Have traceability compatibility and also an audit trail to ensure compliance.
- Reduce man hours for administration jobs.
- Able to let the existing man force to invest their time and effort into other tasks with the implementation of said system.
- Be an aid in analysing recruiting team efficiency.

Log in / Sign up:

- 1) Every actor who is intending to use the system has to sign up to acquire a unique username and password to log in to the system in the future.
 - a) Details such as name, Email address, phone number, IC number, username, password will be asked in the sign up page.
- 2) Every actor who used the system and has signed up, has to log in with their credentials.
 - a) Username and password which was fixed by the actors will be used as identification to enter the system.

Manage Candidate:

- 1) System is responsible to show job applicants whether their resume is shortlisted by HR-Talent Acquisition or not.
 - a) System could have a window which shows estimated time to get a response from HR-Talent Acquisition.
 - b) The window also should clearly inform job applicants if their application is shortlisted.
- 2) Proposed system will be responsible to obtain some job application forms from candidates which were previously submitted via pdf to HR-Talent Acquisition.
 - a) System could have an online form which can be filled up by a job applicant. On submission of said online form, HR-Talent Acquisition can start verification processes for said candidate.
 - b) Hardcopy Documents that must be submitted in softcopy form could be submitted by job applicants via a submission link that is obtainable from the system.
- 3) After documents were submitted by a job applicant, HR-Talent Acquisition should have immediate access to said application for verification process.
 - a) HR-Talent Acquisition should have access to the database of the system.

Manage interview:

- 1) System responsible to arrange the date and time of the interview after documents are verified by the HR-Talent Acquisition.
 - a) Date and time will be selected by the hiring panels based on their availability.
- 2) Interview date and time will be notified on the system.
 - a) The job applicant will be reminded to check the system in a few days and keep tracking the job application status while uploading the documents to manage candidate use cases.
 - b) The interview date and time will be viewed by the job applicant on the system.
- 3) Job applicant agree to attend the interview on the date and time fixed by the control panel
 - a) Job applicants will click the 'agree' as confirmation for the interview session.
- 4) Job applicants attend the interview session with the hiring panel(s).
 - a) Job applicants might need to attend another few interview sessions based on the hiring panel(s) preference.
 - b) Job applicants will need to repeat process 2. and 3. if they have to attend another few sessions of interview with the hiring panel(s).
- 5) The hiring panel(s) will sort the job applicants based on the interview session
 - a) The shortlisted job applicants details will be updated in the system as 'Shortlisted to hire'.
 - b) Non shortlisted job applicants will be updated in the system as 'Rejected job applicants'.

Manage Salary:

1. After the interview session(s), the system should allow the hiring panel(s) to directly send the candidates information and their proposed salary for the candidates to the HR Management team.
 - a) The HR Management should be able to access and use the system to see the candidates information.
 - b) The hiring panel(s) can also attach their salary proposal for each candidate straight to the HR Management team for their approval.
2. The HR Management team can accept or reject the proposed salary by the HR-Talent Acquisition in the system directly.
 - a) There should be some buttons below the salary proposal sent by the HR-Talent Acquisition to accept or reject it.

- b) If the proposal is accepted, the system will automatically generate the notification for the candidates regarding the salary offered by them.
 - c) If it is rejected, the HR-Talent Acquisition team will be notified and they must send a new salary proposal to the HR Management team.
- 3. When the HR Management has approved the proposed salary, the candidates will be notified formally with the salary offered by the company
 - a) The approved salary proposal will be automatically generated in the system and be notified to the candidates.
 - b) The candidates can either accept or reject the offer. If they reject the offer then the process will be stopped. If they accept the offer an employment offer letter will be generated and sent automatically to the candidates.

Manage Staff:

- 1) System should be able to generate an offer letter, prepared by HR-Talent Acquisition according to the applicant's details.
 - a) Applicants who accept the job will be able to view and download the offer letter after HR-Talent Acquisition validates it.
- 2) Applicants sign and return an offer letter back into the system.
 - a) Below the offer letter displayed, there will be a draw area for them to scribble their signature.
 - b) The applicants should tick a checkbox, confirming that they had read the offer letter carefully before signing.
 - c) An option will be displayed, asking for applicant's confirmation before submitting the offer letter back, along with the signature.
- 3) HR-Talent Acquisition views the signed offer letter and verifies it for record keeping.
 - a) The record will store new staff details according to SAP requirements.
- 4) HR Payroll could view the record and make it accessible in SAP.

Objectives

In order to successfully develop and implement this system, these objectives have to be fulfilled:

- To plan the e-recruitment system.
- To analysis the e-recruitment system.
- To design the e-recruitment system.
- To design the e-recruitment system.
- To develop the e-recruitment system.
- To test the e-recruitment system.
- To implement the e-recruitment system.
- To maintain the e-recruitment system.

Scope

This project only serves three types of users which are the job applicants, hiring panel, HR-Talent acquisition, and HR-Payroll. The systems provide the user starting from filling up applications until getting feedback and results. Besides, admins can analyze and process the application easily aside from doing it manually which takes some time. The new staff details also could be viewed before applying it into the Systems Applications and Products (SAP) which is a system that the company uses to maintain employee data.

Benefits

- To ensure that every process is traceable and in audit trail as record for any use in the future.
- This system can minimize the workload of the administrators.
- The system should be able to analyse the recruitment process efficiencies to ease the recruitment team.

Feasibility Study

Technical

Technical feasibility is all about how feasible the project is in technical aspects. The aspect that should be considered in technical feasibility is sufficient labor. As the team consists of four members and ample amount of time, there are sufficient laborers to carry out this project. Next aspect is technology. Technology is a mandatory component in this project. As all the group members have their own personal computers and access to the internet, there should be no problem in completing this project. Besides, the team needs to prepare a good web hosting service which will cost a certain amount in order to complete this project. Thirdly, material needed to accomplish this project. As the client had given clear briefing and handouts to understand the project well. Hence, this project is feasible.

Economic

Economic feasibility focuses on the financial models of this project. The expected scope in this economic feasibility is to determine how worth the project to give the company profit rather than loss. Economics is obviously regarding the financial status of this project. As the desired E-recruitment system requires being able to function 24 hours a day, we need to purchase a web hosting service to maintain the functionality of the system day long because the system should be accessible to everyone at any time. As far as the system needs a web hosting service, there is no more financial requirement needed for this project. Therefore, the project should be achievable economically.

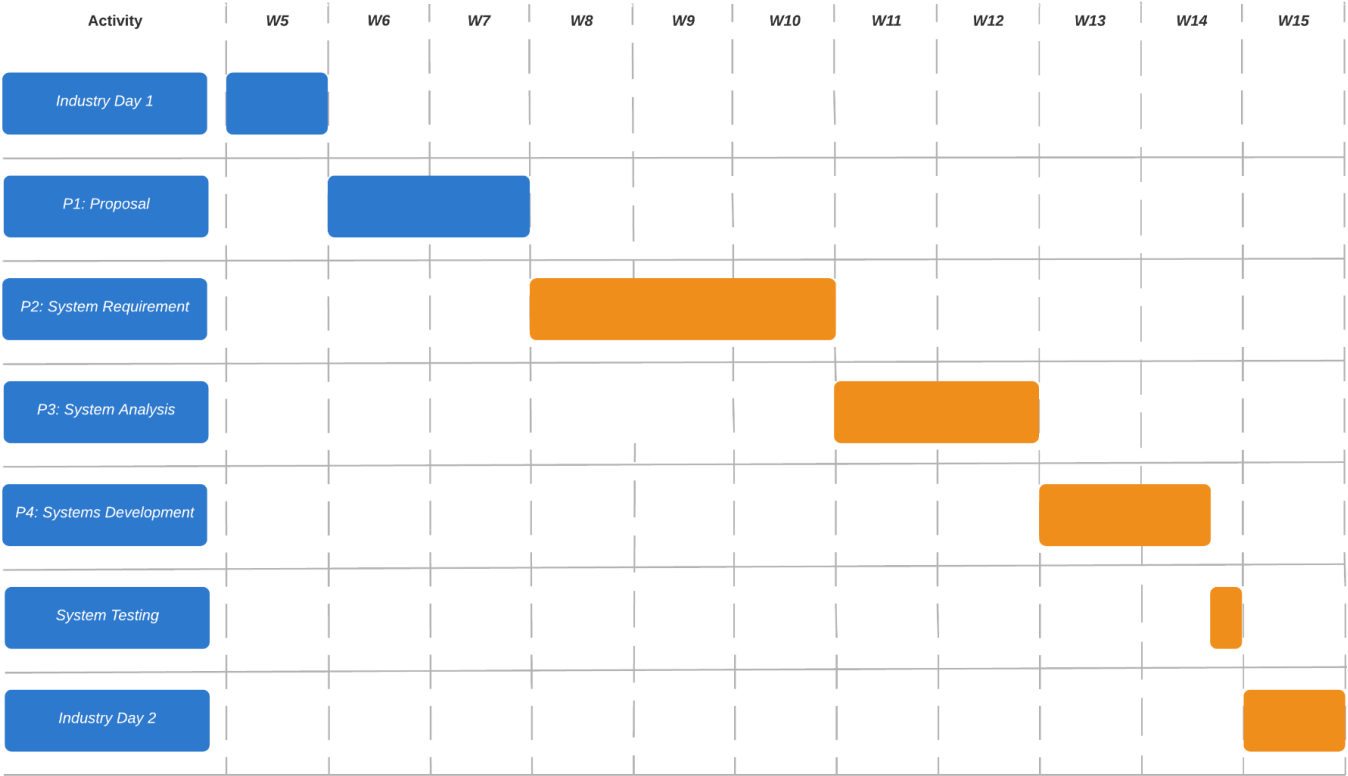
Operational

Operational is the most crucial feasibility because it determines how well the system produced can resolve the problems the client faced before and how the system tries to tackle all the scopes defined. It also determines if the system produced can satisfy the requirements from the client. Based on the requirements the client presented, the most important aspect is on the traceability and the amount of the workload for humans can be minimised. At the end of this project, the system should be able to meet these requirements so the client can be satisfied. Since the requirements are still manageable, we think this project is accomplishable.

Planning (Gantt Chart)

[E-Recruitment System Planning]

[Pixel.Inc]



Legend:

-  : Incomplete Activity
-  : Completed Activity
-  : Partially Completed Activity