Executive Summary

The Human Resource branch of Provincial Director/ Northern office, Road Development Authority, Jaffna had been handling the HR related works manually until this project was implemented. In the absence of master database of employees, the HR branch found difficulties to provide accurate, timely and quality information to the management and other stakeholders.

The manual system caused to increase the processing time and recurrent expenditure, lack of controlling, lack of internal security and increasing the paper works. The problems in the manual system were identified by using the planning tools such as SWOT analysis and cause and effect diagram by the project owner.

These studies revealed that present inefficient manual system was not enough to address the present RDA requirements of rapid and accurate information to enhance the quality of decision making process and to employees' satisfaction and motivation levels. Under these circumstances the HRMIS was designed to generate the HR reports and to maintain the data review with updating mechanisms and also to maintain the documents of personal files in an electronic environment.

There were five components such as situational analysis, planning and designing, project implementation, monitoring and evaluation and HRMIS training used to complete this project. The situational analysis was used to find out the performance gap of the inefficient manual system by using the SWOT analysis.

The component of planning and designing included the surveying of past data, designing the tables for generating report and the data collection required for preparing reports. The component of project implementation was done by entering data and uploading the scanned documents into the database and processing them to generate the required reports. HRMIS training was given to the project team and other relevant officers to handle the software in HR related works and thereby facilitate the management functions by providing better service delivery.

The project owner was able to use his conceptual, interpersonal, and technical skills earned by learning from his study programme of master of public administration and his wide experience in handling the HR related works.

In addition to that the required technical skills in regard to the application software programme were provided by the software designer to get the required output. The project owner specially developed the technical skills relevant to HRMIS to handle the HR related works in the electronic environment efficiently and effectively.

Finally the HRMIS has been implemented in the HR branch of Provincial Director/ Northern office with the cooperation of Provincial Director/ Northern, RDA, Jaffna and other members of the project team since January 2016.The quality and timely information provided by the new mechanism paves the way to increase the productivity of the employees and there by contribute to achieve the national development goals.