

## **Executive Summary**

This project was implemented as a result of practical shortcomings of the manually works system regarding Administrative and HR works used in the Provincial Irrigation Department, North Central Province. Due to the unavailability of a Management Information System of Administration and HR related particular works, the Administration Division underwent immense difficulties to make use of precise, timely and high quality information to the Department Management and relevant stakeholders.

The manual system affected to maximized the time consumption, and recurrent expenditure, immense paperwork, inefficient controlling, and absence of inner security. As a planning tool SWOT analysis and cause and effect diagrams were used to classify the shortcomings of the manual system by the Project Owner.

These studies exposed that current incompetent manual system could not meet the PID requirement's namely, providing timely and precise information to improve the excellence of decision making, improving the motivation and the job satisfaction, due to these situations the ADMIN and HRMIS was created to make the Administrative and HR reports and to keep the reviewing and updating data and information and keeping the all kinds of documents in general Administration and HR files in electronic environment.

Five main components like situational analysis, planning and designing, project implementation, monitoring and evaluation, Administrative and HRMIS training used to succeed in this project. The situation analysis was used to seek for the solutions to the gap of performance of the incompetent manual system using SWOT analysis.

Reviewing of previous data, designing the tables for generating reports and gathering of the data for preparing reports are the factors of planning & designing component involved with. By inserting data and uploading the scanned documents into the database component of project implementation was done, processing the same to generate the required reports. The management requirements were fulfilled by giving a good Administrative and HRMIS training to project team and other relevant officers to handle the programming Language of C# and MySQL (Database) on the Administrative and HR connected activities to get better service delivery ultimately.

The conceptual, interpersonal, and technical skills of the project owner obtained through Project Owner study programme of her masters of public administration and her

widespread experience in handling the Administration and HR concerned works was getting of immense advantage in this regard.

Further to that the required technical skills in regard to the application software programme were provided by the software designer to get the required output. To precede with the Administration and HR related works in PID to handle the Administrative and HRMIS, the Project Owner particularly developed technical skills required in the electronic environment efficiently and effectively.

Since January 2017 the Administrative and HRMIS into the Administration Division has been executed in the of Department of Provincial Irrigation, North Central office with the great assistance of the Provincial Director of PID of North Central, and the members of the project team. Good quality and time effective information received from the new MIS immensely enhanced the efficiency of the Department Administrative and HR works and as a result of it the national development goals could be well achieved.