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|  | **Requirements analysis Document**  **for resource allocation system** | | | |
| **Authors** | | Sadhna MJS  Dinesh Chandradasa | **Date** | 03.11.2014 | |
| **Company** | | SimCentric Technologies (pvt) Ltd | **Issued to** | SusanthaAndradi | |

## Introduction

The Resource Allocation system is a database which acts just like a matrix organization. There the project teams will select employees to work on their projects and process as needed.The Resource Allocation system is virtual innature and is nothing more than a database of people. All people resources will be included in the continuously updating database along with explaining experience, interest, skill, availability and other relevant information for each individual.

The system is having mainly 3 levels of authorization as Administration level, Line managers and the general Employee level. The accessibility for the data and the functionalities of the system varies based on the levels. The employees are able to update and uplift their qualifications and skills by updating their profile.

Each employee in the pool is hired based on core skills, competencies and cost issues. They are responsible for supporting the project teams and for contributing the team as possible to real work and for keeping internal as well as external customers happy.

## Background

Currently the company doesn’t have a system for Resource Allocation management. Each individual employee is working under a specific project. So the newest system concept will restructure the current company structure and will create a virtual pool of employees where no one is assigned for a specific project.

The company willbuild the pool concept around a win-win philosophy which means employees must win by developing broader, more interesting working conditions, be able to see rewards for self-improvement and be emotionally, professionally and financially backed by a company that supports their long-term interest and lifetime learning goals. Therefore it hopes that the employees will have positive impact on the introducing concept and will not get it as a burden as it’s going to uplift their carrier path.

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| **1.0Purpose** |
| The main objective of the system is facilitating the company with the Resource Allocation system concept which allows to easily allocating employees among the on-going company projects based on the capabilities, costs and required qualifications and knowledge. |

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| **1.1Assumptions** |
| The following assumptions will be considered for the system development.   * The employees only authorised for the profile updating and maintenance. * The high level management including line mangers and operational managers will facilitate with other high level management functionalities. |

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| **2.0Requirements scope** |
| The System enables to line managers to search if they want an employee from the pool. The system provides locking of an employee when he/she is going to be expired (within a week or month) from a team. And it allows sending notification related people regarding of an employee locking.  Higher management, line managers are able to view current updates and changes in the pool. Line managers have the capability of moves of an employee from one team to another team based on their skill, experience. |

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| **3.0Functional requirements** |
| The system supports various types of Actors: Employees, Line managers, higher management, Human Resource manager, Profile manager database.   * All kind of users able to log on to the system. * Line managers have the responsibility to grab an employee from the pool, with notifying to related people. * Employees can edit their personal information only. * Higher management is the controller of the system and they can view all the updates inside the system. |

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| **4.0Non-functional requirements** |
| * System should be well designed with web design standards. * System needs to maintain friendly user interface. * The system maintenance should be easy and simple. |

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| **5.0Technical requirements** |
| * Knowledge of basic HTML, PHP and Database management. * Graphic design basics. * WAMP Server, DreamViewer software. * Web hosting technologies. |
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| **6.0 Benefits** |
| * A service company’s only asset is its people. If you don’t invest in your people you are not investing in your company. So Resource allocation is an effective concept for getting the best out of best for both the employees and employers. It increases the efficiency and the profitability. * Minimize the risk when employee resigning from the company in a condition where only specific group of people having the knowledge of project maintenance. * Helps to make the company more profitable, the benefits to the average employee will be far greater than ever before. |
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| **7.0 Use Case diagram.** |
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Appendices

**Questionnaire**

(The Questionnaire which used to collect the requirements from the line managers)

1. Do we need to add an option to enter employee details to the system or can we use any other database which exist all the employee details?
2. If a new employee comes or existing employee get promoted or existing employee resign, how these details update in the system?
3. What are the identified user levels?
4. What are the privileges of each user level?
5. Are there any password policies in the company and do we need to follow the policies in this system as well?
6. What sort of employee details should be there in this system (Ex-: First Name, Last Name, Designation, what else?)
7. If any employee assign to a team for a specific period, Can they assign back to the main team if needed?
8. How waiting request should implement?
9. If one team product manager needs to grab an employee from the pool, is it needed to notify it to that particular employee’s parent product manager?
10. When an employee grab from the pool is it required to specify a time period that an employee need to be there in the team?
11. What sort of reports should be there in the system?
12. Does this system will connect with other systems?
13. Can one employee work in two team simultaneously?
14. What are the other features that need?

**Suggestions given by the line managers**

Below facts summarizes the requirements and the system specifications suggested during the discussion with the line managers.

* Need separate 2 pools for developers and QAs
* Need employee pre locking system.
* Need maximum time period for lock down.
* When locking employee, it needs to be notify to the,
  + - 1. Particular employee
      2. All line managers(for reduce conflicts)
* When allocating employee it needs to be notify to the,
  + - 1. Particular employee
      2. All line managers
      3. Department Head
      4. HR Department
* Need to specify the time period when allocating.
* Need profile picture.
* Need super admin account.
* Need summery graphs.
* There are 2 options when allocating an employee from pool,
  + - * 1. Permanent Shift.
        2. Temporary Shift.
* One employee can work in 2 teams simultaneously.
* When getting employee from pool, it needs to notify the HR, Asset Transfer and Finance department.
* There are some employee levels,
  + - * 1. Management – Tier 1
        2. Management – Tier 2
        3. Admin
        4. HR
        5. Employees
* Log or Backup of updated or deleted data.
* Email notification for password changes.
* Previous Experience divide in to 3 parts
  + - * 1. Framework
        2. Language
        3. Time Period
* Need customizable report generation.
* When getting employees from pool, need a filter/Search option to filter according to skill & framework with time.
* When displaying Employees from pool, need to display,
  + - * 1. Employee Skills
        2. Employee Interest
* Need to allocate employees for future projects.
  + - Ex: Need an employee after next 2 moths

Approval

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| Prepared by | Signature | Date |
| Sadhna MJS  Dinesh Chandradasa |  | 03.11.2014 |
| Approved by | Signature | Date |
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