



IT314: Software Engineering Group-17

Lab-3: Task-3 (Sprints)

GROUP MEMBERS:

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USER STORIES:

Title	Front of the Card	Back of the Card	Priority (MoSCoW)
Create a New Employee Account	As an Admin , I want to create a new employee account, so that they can use this system.	<ul style="list-style-type: none">• Enter employee details (e.g., name, email, department).• Assign a unique employee ID and role.• Send account activation email.• Log account creation for audit purposes.	Must Have (Mo)
Change Profile Details	As an Employee , I want to change my profile details, so that I can keep my personal information up to date.	<ul style="list-style-type: none">• Allow updates to personal details (e.g., address, phone number).• Require authentication to access profile settings.• Save changes after verification.• Notify employees of successful updates via email.	Should Have (S)
View Attendance Records	As an Employee , I want to view my attendance records, so that I can track my attendance history.	<ul style="list-style-type: none">• Display detailed attendance records with dates and times.• Provide filters by date range or status.• Allow downloading or printing of records.	Should Have (S)
Delete an Employee Profile	As an Admin , I want to delete an employee's profile from the system, so that I can remove records of employees who are no longer with the company.	<ul style="list-style-type: none">• Confirm deletion with a verification step.• Remove all employee records.• Archive data for compliance.• Notify employees (if applicable).	Should Have (S)
Ensure System Security	As a Technical Department , I want to ensure the EMS is running securely, so that employee data is protected from unauthorized access.	<ul style="list-style-type: none">• Implement regular security audits.• Ensure encryption of sensitive data.• Apply access controls.• Monitor for suspicious activities.• Update software regularly.	Must Have (Mo)
Manage Salaries and Bonuses	As an HR , I want to manage employee salaries and bonuses, so that I can ensure accurate payment to employees.	<ul style="list-style-type: none">• Maintain records of salary structures.• Process salary and bonus calculations.• Distribute payment information.• Update payroll records and generate reports.	Must Have (Mo)

Approve or Deny Leave Requests	As a Manager , I want to approve or deny leave requests, so that I can manage my team's availability effectively.	<ul style="list-style-type: none"> ● Review leave requests with details. ● Approve or deny requests. ● Notify employees. ● Track leave balances and update schedules. 	Should Have (S)
Track Employee Performance	As HR , I want to track the performance of employees, so that I can monitor their progress across different projects and departments for organizational insights.	<ul style="list-style-type: none"> ● Display performance metrics. ● View historical performance data. ● Conduct performance reviews. 	Could Have (Co)
Send Notifications to Team Members	As a Manager , I want to send notifications to my team members, so that I can keep them informed about important updates or events.	<ul style="list-style-type: none"> ● Compose and send notifications via email or in-app. ● Allow scheduling for future delivery. ● Track delivery status. ● Provide acknowledgment options. 	Could Have (Co)
Manage Company-Wide Announcements	As an HR , I want to manage company-wide announcements, so that I can keep all employees informed about important organizational updates.	<ul style="list-style-type: none"> ● Create and publish announcements. ● Allow targeted messaging. ● Track acknowledgment and feedback. ● Archive announcements for future reference. 	Should Have (S)
Request Leave Online	As an Employee , I want to request leave online, so that I don't need to fill out paper forms.	<ul style="list-style-type: none"> ● Provide an online form for leave requests. ● Select leave type, dates, and reasons. ● Route requests to managers. ● Track status and update leave balances. 	Should Have (S)
View Available Leave	As an Employee , I want to view my available leave, so that I can plan my vacations accordingly.	<ul style="list-style-type: none"> ● Display current leave balance. ● Update balances in real-time. ● Provide historical leave data and projections. 	Should Have (S)
Access Company Policies and Documents	As an Employee , I want to access company policies and documents online, so that I can stay informed about company regulations.	<ul style="list-style-type: none"> ● Provide access to a repository of policies and documents. ● Allow viewing, downloading, and printing. ● Ensure documents are regularly updated. 	Could Have (Co)

Secure Login and Logout	As an Employee , I want to securely log in and log out of the system, so that I can access my personal and work-related information safely.	<ul style="list-style-type: none"> ● Implement secure authentication methods. ● Provide a logout option. ● Ensure session management and automatic timeout. 	Must Have (Mo)
Reset Password	As an Employee , I want to reset my password if I forget it, so that I can regain access to my account without needing admin assistance.	<ul style="list-style-type: none"> ● Provide a "Forgot Password" option. ● Send a reset link via email after security verification. ● Allow setting a new password with security checks. 	Should Have (S)
Manage and Track Project	As a Manager , I want to manage and track the overall projects, so that I can ensure timely delivery and successful completion.	<ul style="list-style-type: none"> ● Display project progress and milestones. ● Monitor resource allocation. ● Generate reports. ● Adjust project plans based on performance. 	Should Have (S)
Upload Project by Manager	As a Manager , I want to upload the project into the system, so that my team can start working on it.	<ul style="list-style-type: none"> ● Provide an option for the manager to upload the project details. ● Manager includes the project deadline. 	Should Have (S)
Manager Project Allocation	As a Manager , I want to assign projects to employees, so that they know their upcoming task.	<ul style="list-style-type: none"> ● Provide an option for the manager to assign projects to individual employees or teams. ● Notify employees when they are assigned a new project. ● Manager should be able to update the status of tasks assigned to employees. 	Should Have (S)
Audit Log for Project Information	As a Database , I want to record all changes to project information in the audit logs, so I can track and review project updates.	<ul style="list-style-type: none"> ● Capture all changes to project details, including who made the change, what was changed, and when. ● Audit logs can't be modified by unauthorized users. 	Should Have (S)