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| **Use Case ID** | OT\_UC\_1 |
| **Use Case Name** | View Assigned Employee Performance |
| **Created By** | Robyn Dominique |
| **Description** | This use case allows Team Leaders and Team Managers to access performance data of their assigned employees to monitor work trends, productivity, and performance-related changes. |
| **Primary Actor** | Team Leader |
| **Secondary Actor** | Team Manager |
| **Include Use Case** | None |
| **Preconditions** | * The actor must be logged into the system. * The actor must have assigned employees. |
| **Postconditions** | * **Success:** The actor successfully views performance analytics of their assigned employees. * **Failure:** The system informs the actor that they do not have access or assigned employees. |
| **Triggers** | * Start of a scheduled performance review cycle. * A need to analyze team or individual productivity. * Detection of a significant performance change. |
| **Main Flow** | 1. Actor logs into the system. 2. Actor navigates to the Employee Performance module. 3. System authenticates access and displays a list of assigned employees. 4. The actor selects an employee from the list. 5. System displays the performance analytics of the selected employee. |
| **Alternate Flows** | 3a. No Assigned Employees:  System displays a message: "No employees assigned to your account.  3b. Unauthorized Access:  System displays a message: "You do not have permission to access this data. |
| **Special Requirements** | * Real-time data visualization for productivity trends. |
| **Assumptions** | * Team Leaders and Managers only see data for employees assigned to them. |

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| **Use Case ID** | OT\_UC\_2 |
| **Use Case Name** | Sort Performance Metrics |
| **Created By** | Robyn Dominique |
| **Description** | This use case allows Team Leaders and Team Managers to filter and sort performance metrics based on various criteria (e.g., time range, KPIs, anomalies) for effective performance analysis. |
| **Primary Actor** | Team Manager |
| **Secondary Actor** | Team Leader |
| **Include Use Case** | View Assigned Employee Performance |
| **Preconditions** | * User must be logged into the system. * Performance data must be available for at least one employee. |
| **Postconditions** | * **Success:** The system displays sorted/filtered performance data based on the selected criteria. * **Failure:** The system displays an appropriate error message if filters return no results. |
| **Triggers** | * The user wants to analyze specific performance indicators or timeframes. |
| **Main Flow** | 1. User accesses the performance analytics module. 2. User selects filtering criteria (e.g., "Last 30 days", "Low productivity", "Exceeds Targets"). 3. User applies the selected filters. 4. System processes and displays the sorted/filtered results |
| **Alternate Flows** | 4a. No Results Found   1. System displays a message: "No data found matching your filter criteria." |
| **Special Requirements** | * Filters should include date ranges, KPI thresholds, and comparison views. |
| **Assumptions** | * Performance metrics are updated regularly and accurately. |

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| **Use Case ID** | OT\_UC\_3 |
| **Use Case Name** | Detect and Respond to Performance Changes |
| **Created By** | Robyn Dominique |
| **Description** | This use case allows the system to notify Team Leaders and Team Managers when a significant positive or negative performance change is detected in an employee’s record. |
| **Primary Actor** | System |
| **Secondary Actor** | Team Leader, Team Manager |
| **Include Use Case** | View Assigned Employee Performance |
| **Preconditions** | * System is monitoring employee performance data. * Thresholds for significant changes are pre-configured. |
| **Postconditions** | * **Success:** A notification is sent to the actor regarding the employee’s performance change. * **Failure:** No notification is sent if thresholds are not met. |
| **Triggers** | * Detection of a performance anomaly by the system (e.g., a 20% drop-in task completion rate). |
| **Main Flow** | 1. System detects a significant change in performance data. 2. System evaluates the severity of the change based on thresholds. 3. System sends a performance alert notification to the actor. 4. Actor clicks on the notification to view details. 5. System displays the detailed performance change data |
| **Alternate Flows** | 3a. Alert Dismissed or Ignored:  Actor may choose to dismiss the alert without taking immediate action. |
| **Special Requirements** | * Notifications should be timestamped and categorized (Positive/Negative). |
| **Assumptions** | * Anomaly detection algorithms are reliable and tuned to operational goals. |

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| **Use Case ID** | OT\_UC\_1 |
| **Use Case Name** | Access Report Generation Module |
| **Created By** | Robyn Dominique |
| **Description** | This use case allows the Operations Manager or Team Manager to access the "View Reports" section to begin generating employee performance, task, or overtime reports. |
| **Primary Actor** | Operations Manager |
| **Secondary Actor** | Team Manager |
| **Include Use Case** | None |
| **Preconditions** | * The Operations Manager or Team Manager must be logged into the system. * The system must be online and functional. |
| **Postconditions** | * **Success:** The "View Reports" page opens and is ready for customization. * **Failure:** The system displays an access error message if the module is unavailable. |
| **Triggers** | * The manager needs to generate or review reports related to employee activities. |
| **Main Flow** | 1. Actor logs into the system. 2. Actor selects "View Reports" from the main dashboard. 3. System opens the "View Reports" page and displays customization options (e.g., report type, date range). |
| **Alternate Flows** | 3a. Module Not Available:   * System displays "The Reports module is currently unavailable. Please try again later." |
| **Special Requirements** | * Quick system response (within 3 seconds of clicking "View Reports"). |
| **Assumptions** | * Actor has the correct user role permissions. |

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| **Use Case ID** | OT\_UC\_2 |
| **Use Case Name** | Generate Customized Reports |
| **Created By** | Robyn Dominique |
| **Description** | This use case enables the Operations Manager or Team Manager to generate a customized report based on selected criteria such as date range or specific report type. |
| **Primary Actor** | Operations Manager |
| **Secondary Actor** | Team Manager |
| **Include Use Case** | Access Report Generation Module |
| **Preconditions** | * Actor must have access to the "View Reports" module. * Relevant data must exist for the selected criteria. |
| **Postconditions** | **Success**: The requested report is generated and displayed on the system.  **Failure**: An error message is displayed if data is unavailable or a system error occurs during report generation. |
| **Triggers** | * Actor customizes and submits report generation parameters (e.g., date range, report type). |
| **Main Flow** | * Actor selects customization criteria for the report (e.g., date, type of report). * Actor clicks "Generate Report." * System processes the request. * System displays the generated report to the actor. |
| **Alternate Flows** | 4a. No Data Available:  System displays: "No data available for the selected criteria."  4b. Error During Generation:  System displays: "An error occurred while generating the report. Please try again." |
| **Special Requirements** | * Reports should be exportable to PDF or Excel formats. * Reports must load within 5 seconds after submission |
| **Assumptions** | * System is connected to the latest database updates. |