DMC – Papa John’s – Staff Rota System

# Brief

Papa John’s have a requirement for staff to be able to access via the web a staff rota system so that they can check their allocated hours and shift patterns. The system should also provide functionality for them to be able to submit holiday requests.

The system should allow the Manager of the branch to be able to add new staff and remove leavers. Manage shifts allocated to staff and approve holiday requests.

The system should be accessible via the internet and designed first for Mobile devices, but accessible from any browser.

# Goal

Create a website for Papa John’s Staff so that they can see the shift rota and request holiday bookings.

# Stakeholders

The primary stakeholders for the project are

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| --- | --- |
| Role | Responsibilities |
| Manager | Define requirements  Agree design and approach  Ongoing communication  Provide sign off |
| Employees (End users) | Support requirements gathering  Support user testing |
| Developers | Gather & document requirements  Evaluate development tools  Ongoing communication  Develop solution  Quality assurance testing |

# Communication

Communication regarding the project will be conducted through both email and documented, regular meetings in person.

# Sitemap

TBC

# Page Descriptions

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| --- | --- |
| **Page** | **Description** |
| Login | This page is where all employees will enter their username and password to access the system. |
| Manager Main Menu | This is where the manager selects the task he wants to complete. |
| Manager Rota | Provides a managerial overview of shifts currently booked and available. |
| Manager Copy Week | Allows the manager to select a weeks’ worth of shifts in order to copy them to another. |
| Manager Copy To | Allows the manager to select the weeks in which he wants to mirror the prior copied shifts. |
| Manager Rota Day | Provides a detailed view of the staff working on a specific day and allows to add and remove staff to either shift. |
| Manager Pick Staff InStore | Allows the manager to select from all available In Store staff. |
| Manager Pick Staff Driver | Allows the manager to select from all available Drivers. |
| Manager Manage Staff | Provides the manager the ability to add new members of staff as well as remove staff whom have left. |
| Manager Staff Info | Records information about each member of staff i.e. their role in the store, their contact information, and their availability. Editable by manager. |
| Manager Remove Staff | Allows the manager to remove staff from availability after they have left employment. |
| Manager Holiday Requests | Displays all pending holiday requests sent by employees awaiting decision. |
| Manager Holiday Rota | Displays all current accepted holiday to the manager. |
| Manager Cancel Holiday | Allows the manager to cancel any currently booked holiday. |
| Manager Holiday Requests Accept/Deny | Allows the manager to accept or deny a pending holiday request. |
| Manager Send Alert | Allows the manager to send an alert message via email to either specific members, groups of, or all staff regarding sickness etc. |
| Employee Rota | Displays any currently booked shifts and holiday relevant to the specific employee. |
| Employee Request Holiday | Allows the employee to highlight desired date to date holiday and submit request. |
| Employee Cancel Holiday | Allows an employee to cancel any current holiday that they have booked. |
| Password Reset | Allows users to enter their registered email to receive a password reset link. |
| Password Reset Link | Allows a user to update their password. |

# User Personas

|  |  |
| --- | --- |
| User Type | Website User (Internal) |
| Occupation | Manager |
| Name | John Smith |
| Gender | Male |
| Age | 40 |
| Location | Ipswich, Suffolk |
| Objective | John is the manager at the Ipswich Papa Johns, John needs to manage the staffs shift patterns and annual leave. He also wants to be able to issue staff alerts. For example, to request additional cover for a shift due to sickness. |

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| --- | --- |
| User Type | Website User (Internal) |
| Occupation | Employee (In Store) |
| Name | Sam Smith |
| Gender | Female |
| Age | 22 |
| Location | Ipswich, Suffolk |
| Objective | Sam works at papa johns and wants to be able to quickly check to see what shifts she is working and how much holiday she has left for the year, and to be able to request annual leave. |

|  |  |
| --- | --- |
| User Type | Website User (Internal) |
| Occupation | Employee (Delivery Driver) |
| Name | Dan Smith |
| Gender | Male |
| Age | 22 |
| Location | Ipswich, Suffolk |
| Objective | Dan works at papa johns as a delivery driver, and wants to be able to quickly check to see what shifts he is working and how much holiday he has left for the year, and to be able to request annual leave. |

# High Level Requirements

Employee

* I want to be able to view the rota for the coming week / month / year?
* I want to be able to request holiday. From date to date
* I want to be able to cancel a future booked holiday.
* I want to be emailed a reminder when I’m due to work – 1 hour before?

Manager

* I want to be able to view the rota for the coming week / month / year?
* I want to be able to set who is working for the coming day / week / month
* I want to be able to set shifts as recurring each day, each weekend, each week
* I want to be able to add a new employee
* I want to be able to remove an employee
* I want to be notified when an employee submits a holiday request
* I want to be able to approve a holiday request
* I want to be able to deny a holiday request
* I want to control how far in advance employees can request holiday

General

* I want the website to have user access controls for the Manager
* I want the employees to have a unique user id / password
* I want the system to support password resets
* I want the website to work on multiple device types / Mobile / Tablet / Desktop. The primary optimisation should be for mobile layout.
* I want the website to be branded to look like Papa Johns

Non Functional

* Website will be built using Bubble.io
* The website will initially be built for a single branch but will be scalable for multiple branches.
* The application must work in all modern browsers
* The application must be responsive (work well and look good on all screen sizes)
* The application must be able to support 100 simultaneous users