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

|  |  |
| --- | --- |
| Role | Responsibilities |
| Manager | Define requirements  Agree design and approach  Ongoing communication  Provide sign off |
| Employees (End users) | Support user testing |

# Sitemap

TBC

# Page Descriptions

|  |  |
| --- | --- |
| Page | Items |
| Homepage |  |
| Login |  |
| Manage Staff |  |
| Rota |  |
| Request leave |  |

# 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. |

|  |  |
| --- | --- |
| 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 see who is working or on holiday?
* 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 Wix
* 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