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| **SL** | **Sample Use Case** | **Actor** | **Corresponding user story** |
|  | Select employee for training | HR Supervisor | As an HR supervisor I want to select employees (who requires training) so that they can get enrolled in their necessary training program |
|  | Enroll into training program | Employee | As an employee I want to get enrolled into a training program so that I can get necessary training. |
|  | Evaluate training | HR supervisor | As an HR supervisor I want to evaluate the progress of the training of the enrolled employees so that I can keep track of their improvements. |
|  | Authorize budget for training program | HR admin | As HR administrator I want to authorize budget for training program so that the training program can be initiated. |
|  | Improvement of training process | HR admin | As HR administrator, I want the company training programs to constantly improve in order to save money and make training programs more effective. |
|  | Access to the legal reports relating terms & policies | HR lawyer | As an HR lawyer I want access to the legal reports regarding the terms of policies of the organization so that I can address any legal issues of the organization. |
|  | Access to relevant employee information | HR lawyer | As an HR lawyer I want access to relevant employee information so that I can match their compliance with the law. |
|  | Request hiring of legal experts | HR legal head | As head of legal section, I would like to add request for hiring more experts (lawyers) for legal division if necessary. |
|  | Record transport information | Transport supervisor | As a transport supervisor I want to record each transport so that I can keep track of transport usage. |
|  | Schedule transportation | Transport supervisor | As a transport supervisor I want to schedule transportation so that so that I can provide transportation for employees. |
|  | Book keeping (vendors & materials) | Product management | As a product management book keeper I want list all vendors, their transactions, equipment, parts, machineries so that I can assist resource allocation. |
|  | Resource allocation | Resource Admin | As a resource administrator I would like to review requests for resources from different sections/departments and approve/allocate as necessary |
|  | Book keeping (hygiene & sanitation) | assistant office administrator | As assistant office administrator I want to keep track of canteen food and raw materials, expenses and transactions so that I can ensure hygiene and sanitation. |
|  | Evaluate employee performance | HR supervisor | As an HR supervisor I want to evaluate employee performance so that proper talent management is ensured. |
|  | Promotion recommendation | HR administrator | As HR administrator I want to recommend employees for promotion based on their performances so that their contributions are acknowledged. |
|  | Make succession plan | Assistant HR Administrator | As Assistant HR administrator I want to make succession plans so that variances are reduced after each retirement. |
|  | Keep employee leave record | Assistant office administrator | As assistant office administrator I want to keep leave records along with specified leave type of the employees so that I can assist office management. |
|  | Set leave according to employee designation | Office administrator | As office administrator I want set leave according to employee designation so that I can assist office management. |
|  | Check for leave requirements | Office administrator | As office administrator I want check and match leave requirements of the employees so that I can assist leave approval. |
|  | Leave confirmation | Assistant HR administrator | As assistant office administrator I want to confirm leave to requested employees so that they get their proper leave. |
|  | Record attendance | Assistant office administrator | As assistant office administrator I want to keep track of employee attendance so that I can assist office management. |
|  | Create attendance and leave management report | Office administrator | As office administrator I want to create attendance and leave management report for each employee so that I can assist office management. |
|  | Salesmen hiring request | Sales HR admin | As admin of HR of sales section, I would like to request for hiring more salesmen, if necessary. |
|  | Book keeping | Sales HR | As a sales HR executive, I would like to maintain record of all salesmen and field workers employed by the company. |
|  | Approve request for recruitment | Recruitment HR admin | As an administrator of recruitment section, I would like to review and approve recruitment requests made by other department heads. |
|  | Allocate budget | Recruitment HR admin | As an administrator of recruitment section, I would like to allot a part of the money granted to me by the company to approved recruitment requests for use in recruitment process. |
|  | Prepare readymade job circular and advertise | Recruitment HR executive | As a part of recruitment section, I would like to prepare a job circular from available layouts and send it to available advertisers to make the work much more smooth . |
|  | Prepare common job circular layout | Recruitment HR | As a part of recruitment section, I would like to add common job circular layout/s so that my colleagues can use them and make the process less time consuming. |
|  | Book keeping (Advertisement options) | Recruitment HR office | As employees of recruitment section, we would like to keep track of all the advertisers that are connected to us, paid and unpaid, so as to make the task of advertisement much more smooth. |
|  | Shortlisting CV | Recruitment HR office | As employees of recruitment section, we would like to have candidates shortlisted automatically in order to reduce the amount of time spent in recruitment process. |
|  | Interview arrangement | Recruitment HR office | As employees of recruitment section, we would like to arrange interview for prospective candidates in collaboration with targeted department so as to make informed recruitment decisions |
|  | Adding confirmed candidates to database | Recruitment HR office | As employees of recruitment section, we would like to add information of new employees to the database in order to keep the employee record up-to-date |
|  | Salary management | HR accountant | As an HR accountant I want to keep all sorts of employee salary information so that I can ensure proper remuneration of the employees. |
|  | Salary payment | HR accountant | As HR accountant, I would like to remunerate employees with the amount they deserve as calculated by the system so to make the task of salary payment smoother |
|  | Salary report | HR head accountant | As head of accounting section of HR, I would like to generate monthly and yearly salary reports in order to display the record to higher authorities |
|  | Book keeping (Projects) | Head of respective departments | As head of my department, I would like to initiate and maintain projects so as to benefit my department and the com |
|  | Assigning employees to projects | Admin of respective departments | As admin of my department, I would like to add available employees to new or existing projects as necessary in order to facilitate completion of the project |

To add:

1. Create training program
2. Apply for transportation (Employee)
3. Apply for leave (Employee)
4. Associated salary management (HR accountant)