Training Management System

# Table of Contents

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1. [Introduction](#introduction)An overview of the Training Management System and its significance.
2. [Purpose](#purpose)The primary goals and aims of implementing this system.
3. [Scope](#scope)Defines the boundaries and limitations of the training management functionalities.
4. [Objectives](#objectives)Specific targets and benchmarks for the training management system’s performance.
5. [System Requirements](#system-requirements)A detailed list of technical and functional requirements necessary for system implementation.
6. [User Roles and Responsibilities](#user-roles-and-responsibilities)Clearly defined roles within the system, including Admin, Trainer, and Trainee, along with their respective responsibilities.
7. [User Stories](#user-stories)Narratives and scenarios that highlight the needs and experiences of different users interacting with the system.

1. [Use Cases](#use-cases)   
   Structured instances showing how users will engage with the system to achieve specific objectives.

# Introduction

**In today's fast-changing business world, employee training is key to success. A Training Management System (TMS) helps organize and manage training programs efficiently, ensuring employees gain the skills they need. It simplifies training processes, making learning more effective.**

# Purpose

## The Training Management System Designed to Employee Training Programs Efficiently

# Scope

**The System is a Web-Based Application Accessible to ... Admin, Trainers, Trainee ... it includes functionalities Such as ... Training Course Management, Enrollment, Attendance Tracking.**

# Objectives

* **Streamline Training Program Management**
* **Ensure Seamless Coordination Between Admin, Trainer, Trainee**
* **Track Employee Progress and Performance**
* **Improve Training Efficiency Through Automation**

# System Requirements

The Training Management System (TMS) relies on key requirements to run smoothly and provide great user experience. Here are the essential components needed for the system:

## User Authentication

* Secure Login: Users must create secure login accounts with password protection to safeguard personal data. Access requires a privilege code provided by an administrator.
* Role-Based Access Control: Different user roles (Admin, Trainer, Trainee) must have distinct permission levels that define the data and functionalities they can access.

Training Management

* Completed Trainings
* Creation and Modification: Administrators should have the ability to easily create, modify, and delete trainings.

## Course Management

* Creation and Modification: Administrators should have the ability to easily create, modify, and delete courses.
* Assign trainers to courses.

## Session Management

* Scheduling: The system needs a robust scheduling function that allows Admins to set time slots for live training sessions.
* Reminders: Automated email or notification reminders should be sent to Trainees before sessions to increase attendance rates.
* Record Keeping: Post-session, the system must store notes, materials, and attendance data for compliance and future reference.

## Attendance Tracking

* Automated Attendance Recording: Attendance should be tracked automatically through check-in features or integration with tools like QR codes or geolocation, **if this can't** **do we will use manual entry**.
* Reporting Tools: The system should generate reports that summarize attendance patterns, allowing Admins and Trainers to identify issues or trends in participation.
* Notifications for Absences: Alerts should inform relevant parties when trainees miss sessions, allowing for follow-up communications.

## Feedback and Reports

* Evaluation Tools: Trainees should be able to provide feedback on courses, allowing Trainers to assess the effectiveness and make necessary adjustments.

## Certificate Generation

* Automated Certificates: Upon successful completion of courses, the system should automatically generate and issue certificates to Trainees, which can be electronically signed.
* Downloadable Formats: Trainees should have the option to download their certificates in various formats (PDF, PNG) for easy distribution.

# User Roles and Responsibilities

The Training Management System (TMS) has three user roles: Admin, Trainer, and Trainee. Each role helps manage training effectively, ensuring smooth interaction and clear responsibilities

## Admin Responsibilities

The admin role is pivotal in maintaining the integrity and functionality of the TMS. Their responsibilities include:

* User Management:
  + Creates and manages accounts for Trainers and Trainees.
  + Assigns role-based permissions to ensure data security and appropriate access levels.
* Course Oversight:
  + Responsible for the creation, modification, and organization of courses within the system.
  + Ensures that course content is up-to-date and relevant.

## Trainer Responsibilities

The Trainer is crucial for delivering the educational content and ensuring a positive learning experience for Trainees. Key responsibilities include:

* Course Development:
  + Designs and curates training materials that meet the learning objectives and align with trainees' needs.
* Engagement Monitoring:
  + Monitors trainee participation and engagement during sessions to adjust delivery methods or content as necessary.
* Feedback Assessment:
  + Evaluates Trainees’ performance using assessments, quizzes, and feedback to improve course adjustments.

## Trainee Responsibilities

The Trainees are the end-users of the TMS and are responsible for their own learning experience. Their primary responsibilities encompass:

* Course Enrollment:
  + Proactively enroll in courses they are eligible for and interested in.
* Performance Tracking:
  + I regularly consult the system to track their progress, attendance, and credentials earned.
* Feedback Contribution:
  + Provides constructive feedback on courses to facilitate enhancements in training materials and delivery methods.

# User Stories

The Training Management System (TMS) serves different users, each with specific needs. Here are user stories for Admin, Trainer, and Trainee, showing how they interact with the system to achieve their goals.

### Any User Stories

### **------------------------------------**

* As a user,

I want to log in securely

so that I can access the system based on my role.

* As a user,

I want to receive notifications about Any training event

so that I don’t miss them.

### Admin User Stories

**------------------------------------**

* As an admin,

I want to create and manage training programs

so that Trainee can enroll in relevant courses.

* As an admin,

I want to edit existing training courses

so that I can update training materials and details.

* As an admin,

I want to delete outdated training courses

so that the system remains relevant and up to date.

* As an admin,

I want to schedule training sessions

so that trainees know when to attend.

* As an admin,

I want to track attendance

so that I can measure engagement.

* As an admin,

I want to assign trainers to courses

so that training sessions are effectively conducted.

* As an admin,

I want to view feedback reports

so that I can assess training effectiveness.

* As an admin,

I want to generate training certificates

so that I can recognize trainee achievements.

* As an admin,

I want to generate training reports

so that I can analyze outcomes.

### Trainer User Stories

### **------------------------------------**

* As a trainer,

I want to upload training materials

so that trainees can access relevant content.

* As a trainer,

I want to delete unnecessary or incorrect content

so that trainees receive only the most accurate information.

* As a trainer,

I want to provide feedback on trainees

so that I can help them improve.

* As a trainer,

I want to view my scheduled training sessions

so that I can manage my time effectively.

* As a trainer,

I want to create quizzes and assessments

so that I can evaluate trainees' knowledge.

### Trainee User Stories

**------------------------------------**

* As a trainee,

I want to view my scheduled training sessions

so that I can manage my time effectively.

* As a trainee,

I want to access training materials

so that I can study at my own pace.

* As a trainee,

I want to provide feedback on a training course

so that I can share my learning experience.

* As a trainee,

I want to complete assessments

so that I can test my understanding of the course.

* As a trainee,

I want to download my training certificate

so that I can showcase my skills.