**Software Requirements**

**Specification**

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**Group : 3**

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**File Goal:**

The purpose of this file is to describe the system to be developed, and to view the tasks that the system should provide so that it will meet all customer needs, It also contains the expected project duration, and final delivery.

**Project Overview:**

## The Personnel Divisions of any government department are one of its most importantdepartments, which manage personnel data in all its dimensions, Including recording and archiving all data for the employee's record (resignation, transfer, promotion..... etc.) from the time of his or her appointment until the end of his or her service.

## The Personnel Divisions are the primary storage area for personnel data on which other Divisions and Departments rely in their work. So, There is a need to develop a system to manage them easily and flexibly that will lighten the burden on serving staff in these divisions due to the complexity of the operations and functions they perform.

## In this document we provide a description for the Management System of the Personnel Division of the Homs Health Directorate , where the Head of Manpower Division has asked us to develop the system to fully automate the work, in order to eliminate the current paper-based method of data archiving with little use of the computer. The staff of the Division have been directly contacted and briefed on all of their work in order to identify a set of basic requirements and points in the development of this system project that we will outline in the following paragraphs of this document

**Preliminary project**

**Product Goal :**

to automate the work of all personnel in the Homs Health Directorate.

**Work** **ideas** :

This division has many staff members with specific responsibilities, which is best equipped with a computer network that takes into account the responsibilities of each employee, each staff is responsible for personnel in a particular category, for example, the Personnel Officer (category 1)... All matters of employee statement in this category of making requests (Transfer, Resignation,..... Service Statement etc) or recording any decision about him as well as any modification of its data, that means he's responsible for managing all of his data. In addition to Personnel Division, there are Accounting and Court Sections in collaboration with the Chief of Division, who have joint and complementary responsibilities to deliver the services required by the Division.

**Work context:**

This system should enable all of the work done by employees in the current way of working, where the process generally follows the department level of the Directorate of Health :

1-The type of request that the worker wants is determined and goes to a single window at the Homs Health Directorate to obtain the request

2-·The worker attaches the request with the required papers and submits it to the single window mail, which is in contact with the Office of the Director of Health, who then approves the request and send it to the Personnel Division to complete the necessary procedures, and perform the interim steps to achieve the result the employee wants from the request

3-The process ends with the Director of Health of Homs who will eventually be responsible for signing and stamping the result of the request being fulfilled (decision of resignation, decision of transfer, vacation...) ·They often end up in the governorate because many decisions are approved by the governorate and they may need the approval of the Ministry of Health in Damascus, we will review this in detail

**Concerned People :**

The concerned people are the staff of the Division, like:

* Division Head
* Management accountant.
* Affairs personnel
* Workers in health centers of Homs Governorate and its countryside

**System Services**

**Functional Requirements :**

**Record Employee Data :**

In this case, the basic requirement is for the employee's name to be included in one of the acceptance lists, which differ in origin depending on the declarant, the lists may be ministerial if the employee is appointed by competitions submitted by the Ministry of Health or committed institutes and it could be from the Directorate of Health if the competitions are submitted by the Directorate. In other words, according to the declarant for recruitment competitions, the acceptance lists differ, and workers are accepted under certain conditions set by the declarant, includes employee degree, experience, and..... , where these conditions vary according to need, so a worker is hired according to his or her category, so that the categories include [See Attachments 1].

**The ways in which a worker applies for a job vary, as follows :**

**1. Competitions and committed institutes**

If the employee has applied through competitions offered by the Ministry or if the employee has graduated from a college or committed institute (e.g. Nursing School in Homs) He or she will be appointed to his or her job if accepted under the above conditions. Where there are vacancies in different health centres in different governorates. The Ministry proposes various competitions for holders degrees (primary, preparatory, secondary, institutes and universities) and everyone is applying according to their degree, after accepting the worker, he brings with him the required papers for registration, and the process is carried out in the following manner :

**1-** checking out for the worker's name on one of the ministerial acceptance lists, where competitions are directed to different categories, each with an acceptance list

**2-** Cheking out for the papers required for registration, which must be brought by the worker [see Attachments 2]..

**3-** A letter shall be addressed to the Head Affairs for approval of the issuance of the employee appointment decision and shall be signed by the Head of Affairs, Managing Director and Director of Health.

·**4-** Issuance of a decision of appointment by the Officer in Charge based on previous approval in duplicate, and required to be certified by the Head of Affairs, Managing Director and Management Accountant and Director of Health and send it to the office to seal the decision, give it a date and a number, and then send two copies to the governorate for signature by the governorate, where one copy is kept and the other returned [See Attachments picture :1]

**5-** Verify that the decision has been approved by the governorate by the Director of Health, Managing Director and Head of Affairs, for an administrative order to be issued by the Officer Affairs Officer to determine the employee's place of work according to his category then the administrative order will be stamped from the Archive and given a number and date [See Attachments picture :2]

**6-** The employee shall bring a book that he starts working from the place where he has been assigned and give it to the responsible employee, after stamping a date and number from the Archive to save it in the employee's folder and record the date of entry in the employee's record

**7-** The employee is given a self-card and a self-number.

**Sign the decision :**

·This is the most important step, where the certified appointment decision and the employee credentials are attached that include the decision to appoint and proceed to work and his personal identification card, together with a photograph of the worker's personal identity, is sent to the central organ for obtaining a signature, this results in a statement about the situation issued by the central organ if the decision has been signed and forwarded to the Personnel Affairs Division of the Homs Health Directorate..

**-** Send a copy of the appointment decision for accounting in order to award the employee his salary..

**-** Send the employee's papers and decision on his appointment to the General Registry of Employees in the State in Damascus, he sends his papers and 3 copies of his self-card together with a copy of the correct status issued by the central organ after the appointment decision has been marked, the employee's self-card is certified with three copies of the General Registry of Workers in the State in Damascus, one copy of which is kept in the register and two copies are sent

**- In affairs**, a self-card approved by the General Registry of Employees is attached to the employee's status and kept on his/her record. The decision number and start date of the worker are recorded in the worker's own record , so that the worker's registration number matches to that of the index.

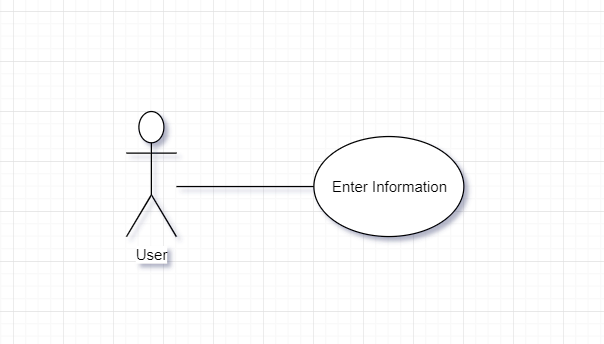
**-** The employee is assigned to the health association, and is given a trade union card, and a health insurance card.

**Note: Each Personnel Officer is responsible for workers in a specific category, so each Officer has an index with his employee name's so that each name gives the same employee record number in the index for ease of work and search**

**Check Status use case:**

Use case: Enter Information

**Diagram:**



**Brief Description**

The User Enter the Information.

**Initial Step-By-Step Description**

Before this use case can be initiated, theUser has already accessed the main page of the Article Manager.

1. The User selects to *Enter Information*.

2. The system returns a Information list of all active articles with their status .

3. The system returns the User to the Article Manager main page.

**Non-functional requirements:**

. - System starts up in a period not exceeding 5 seconds 1

2 - Screen refresh rate within 2 seconds

3 - Entering employee data in an encrypted form

4 - Ease of use and high reliability

**Domain requirements :**

The logo of the Syrian Arab Republic and the logo of the Ministry of Health are present at the top of every page in the program .

**Scope of the system:**

This system has been prepared to deal with automated systems in other departments of the Homs Health Directorate, in terms of the possibility of sending and receiving requests, meaning that this system does not exceed the existing departments in the Health Directorate .

**Project materials :**

**Timetable:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Partial tasks included | The start date of implementation | Expected completion date | Notes |
| **analyzing**  **the system** | Collect requirements  Build a user requirement document  Build use case diagrams | 1-3-2021  20-3-2021  24-3-2021 | 20-3-2021  23-3-2021  27-3-2021 | The requirements document is reviewed by the customer upon completion of this stage |
| **System**  **design** | Design class layout to meet registration requirements  Graphic interface design  Design class layout to meet other functional requirements  Database schema design  Build a complete system architecture description document | 28-3-2021  6-4-2021  6-4-2021  6-4-2021  28-3-2021 | 5-4-2021  8-4-2021  12-4-2021  14-4-2021  14-4-2021 |  |
| **التحقيق البرمجي** | Building an implementation application for registration requirements  Complete build a full executive app | 6-4-2021  14-4-2021 | 10-4-2021 | The customer tests the implementation applications resulting from each sub-task |

**Accessories**

**1.Categories table**

|  |  |
| --- | --- |
| Categories | Academic certificate |
| 1 | University degree |
| 2 | Colleges and institutes committed to all their specializations |
| 3 | High school diploma and middle school diploma |
| 4 | Primary certificate |
| 5 | Primary certificate |

**2.The required papers to appoint an employee:**

* Output constraint ...
* Non-working paper.
* Unsigned paper.
* Health certificate.
* A copy of the personal identity card.
* Blood Donation.
* A certified copy of the graduation certificate (if the employee is a graduate of committed colleges or institutes).

1. **Documents required to register an employee through monthly or annual contracts:**

* Non-working paper.
* Unsigned paper.
* Health certificate.
* A copy of the personal identity card.

1. **Documents required to register an employee through youth employment contracts**

* Non-working paper.
* Unsigned paper.
* Health certificate.
* A copy of the personal identity card.
* Blood Donation.

1. **The documents required to register an employee through contracts with martyrs' families**

* Output constraint ...
* Non-working paper.
* Unsigned paper.
* Health certificate.
* A copy of the personal identity card.
* Blood Donation.
* A certified copy of the graduation certificate (if the employee is a graduate of committed colleges or institutes).