

Software Requirements Specification for Office Management System Application

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Revision History

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Chapter 1

Introduction

Our country is now going completely digital and we are competing with digital world. Along with this digitization, organizations and institutions are also going digital. Large institutions have many branches across the country. Starting from the capital, these institutions also provide services in remote areas of the country. Large organization can afford complex and sophisticated office management tool that comes with a high price and maintenance. So total digitization is still a difficult, expensive and time-consuming affair for many institutions in our country. Although many institutions are digital in the cities of the country, the process of digitization has not yet started in many remote areas. This is due to the lack of technology and the lack of knowledge about technology by the officials of the service providers. There are many executives who still have very little knowledge about complex online office systems. With this in mind, we have come up with an office management system software that can easily perform all the basic but effective tasks related to the official procedures.

1.1 Purpose

The Office Management System software can track the attendance of all members of the institution, a soft copy of any announcement or decision can be attached to the notice board option, all the meetings of the organization and its agenda can be saved, all the clients of the organization and their resources will be saved. Details will be available, all past projects, running projects and future work plan of the organization will be available in the software. Along with this, all the staff salaries, secured loans and other benefits will be connected to the software. The main objective is to complete the process of accurate and precise digitization of all matters related to the office through our software.

1.2 Intended Audience

- Developers
- Testers
- Marketing Department
- Project Manager

1.3 Intended Use

- Developers:

Developers can use this SRS to easily understand what's the project about. Which part they should focus more to develop a well-structured product. Which part to improve. They can also find if there is any scope to add new features or function for any upgrade.

- Testers:

Testers can use this SRS to efficiently test the software as per requirement. They can find out the required places to check when they are testing specific features. Thus, the testing process will be more organized, tester will get the exact idea about where to look and what kind of bug or security issues they can look for this software.

- Marketing Department:

Marketing department can use this SRS to get an idea about what they are going to promote and what are the features of this project and how this feature will help the clients or users. They can emphasis on their strength in this software or for them (marketing stuffs) about their product.

- Project Manager:

Project manager can use this SRS to monitor how the team is approaching for this project. Manager can check the team is in right track or not. Manager can redirect the team if he/she wishes to make any change in the basic path of the project.

1.4 Product Scope

Office management systems are beneficial for managing a smooth organization. It assists HR personnel to keep track of employee's information such as salary details, attendance/leave records, overall performance, and more. By using this system, one can manage admin activities more easily and quickly. An ideal office management tool makes a big difference.

Benefits of this web application:

1. Users can create a notice board, and that will reach every employee.
2. Keeps track of leave and attendance.
3. Uses a dynamic analytical system to measure performance and evaluate employees.
4. Users can create meeting schedules and agendas.
5. A secured database containing client's and staff's details.
6. Easy and secure payroll records.
7. Organized project history and outcome.
8. Reduces paperwork.
9. Zeroed errors.

The objective of our web application is to:

1. Improve workforce management efficiencies.
2. Increase employee engagement and ultimately impact retention.
3. Providing a more straightforward and cost-effective office management tool.

Goal:

1. Save a substantial amount of time
2. The analytically induced metric system provides the best insights of the business.
3. Providing full functional records to the management.

1.5 Risk Definition

1. Too many server requests are not controllable for the server.
2. Too much user at the same time can cause server traffic.
3. Lack of proper basic training in running the application can lead to biased data and service difficulties.

Chapter 2

Overall description

Users can use this web-based application to complete any office work. From an office client to the necessary work of the staff, starting from the office work plan, the data of any project done in the past can be collected from this web application. Such as the attendance of a staff, salary, meeting agenda, everything will be available from here. Users will be able to collect all the notices and decisions of the office from the notice board

2.1 User Classes and Characteristics

This web-based application can save all the user's data. All the users who face problems with meeting schedule, attendance, project history & outcome, salary, etc. they can get needed information from this web-based application by searching. They will be notified about important notices via the notice board. This application is user-friendly so anyone can use this application for their instance situation.

- Users can be any employee.
- Users can be head of the office or project managers
- Users can be all the office staff who is connected with the office environment.

2.2 User Needs

All the employees & office staff will be using this application at any time & instance situation. If they need proper information about their upcoming meetings schedule & agenda, they will find it here. They can get information about their upcoming projects. If they need any data about their running projects, future work plan & past projects they can collect it from the web application. They can also access their attendance, Client details & staff details, their progress on an employee of the month from this web application. They will find these services from this web-based application.

2.3 Operating Environment

Operating environment for the Office Management System is listed below.

- Hardware Platform: Almost any hardware can run this web application where modern day browsers are supported.
- Operating System: Any kind of OS which supports browsing.
- Database: MySQL.
- Platform: Python and Django framework.
- Browser: Any browser which supports HTML5 for better client rendering. For example: IE 10, Google chrome, Opera, Safari, Microsoft Edge. These will be best suited for our web application.

2.4 Constraints

- We have to develop the application in HTML-5, CSS, Python and Django Framework.
- The developed system must work in an operating environment which support browsing.
- In order to execute the web application, institutions or organizations need to have the proper device and technical support.
- We have to finish the project within 3 months.
- Adequate server level security and backup are required to store all data collected from clients in the database.
- One of the issues is where to start the work of the project. Because we have to start from a specific place. So, we have to research in advance that which step we start earlier.
- The budget is a big issue to get the project done properly. We have to finish the work within the specified amount of budget. So, we will decide in advance when and where we will spend the available resources and energy.

2.5 Assumptions

1. Users can read and write English.
2. Users have devices that support internet service.
3. Users have an internet connection.
4. Users are familiar with web browsing and can interact with a website.
5. Users know the defined features and their uses and outcome well.
6. Users can ensure server-level security.

Chapter 3

Requirements

3.1 Functional requirements

1. As a user,
I want to log-in to this system with the valid ID and password given by my administration.
So that, I can get the access to our office management environment through this application.

Confirmation

- User ID and initial onetime password (OTP) will be provided by the administration to the user or employees of the office. Then the user will login for the first time and system will ask to set the new password.
- To login user must input the valid id and password and the system will only allow valid id and password to give use access.
- The system will then run an authorization process to verify what user level can access to.
- A user must be able to logout form the system after using it.
- There will be saved session for user flexibility.

2. As a user
I want to be up to date with my office's ongoing and upcoming events or projects or any meetings or any kind of notice from my authority.
So that, I can be ready for that event or project and do the appropriate tasks.

Confirmation

- Previous notices will be shown till 4 days so that nobody misses anything.
- Authority can prioritize notices in terms of different priority levels.
- Authority can pin any previous notices for custom period of time.
- A notice can prompt user to any desired pages or links for the ease of the user.

3. As an account officer
I want to get the control of the account section from this management application.
So that, I can operate the account division of the office fluently.

Confirmation

- Account officer will have the access to check the salary amount of the employees and all the stuffs in the office.
- Account officer will have the access to check all the expenses of office including project costs, project incomes, total salary expense, other variable costs.

- Account officer can hold the salary of any stuffs with the proper guideline from higher authority.
- Account officer can change the increment percentage or increment scheduled date for any employee with the proper guideline from higher authority.
- Account officer can check all the transaction history of the office (except some confidential data restricted by the higher authority).

4. As a user,
I want to give my attendance or view my attendance records, or request for leave in advance.
So that, I can give my attendance or view attendance records or request for leave in advance.

Confirmation

- User has to choose between the input or view option.
- User has to put his/her ID and date to give his attendance.
- User can view his/her past attendance records.
- User can request to the manager for leave in advance.

5. As a user,
I want to view the employee of the month.
So that, I can view employee of the month records month-wise.

Confirmation

- User can view current and past employee of the month records.

6. As a manager,
I want to edit the salary information or input the performance rating of an employee.
So that, the manager can edit salary or input individual employee performance ratings.

Confirmation

- The manager can edit the salary information of any employee.
- Manager can input individual employee performance ratings.

7. As a user,
I want to check about my meeting schedule & agendas So that, I can know what will be done at the meeting & when will the meeting be.

Confirmation

- User has to put date to view meeting schedule & agendas.

8. As a user,
I want to check about Client details and staff details So that, I can easily communicate with my office staffs and clients for many official purposes

Confirmation

- User can view current and past Client details and staff details.
- User has to put name, id to search Client details and staff details.

9. As a user
I want to view my salary information
So that, I can get to know my salary records

Confirmation

- User can view of all his Salary history.
- User will be able to see which month's salary is clear. Besides, he/she will be able to see if he/she has any salary left.
- User can view the increment of his salary. In this case, subtracting the past salary from his current salary and dividing it by 100 will be shown as increment.

10. As a user

I want to view all the project records and their outcome

So that, I can view all the previous and running project history and their consequences.

Confirmation

- User can view all project records.
- User will be able to see all the running projects and their progress.
- User can view the outcome of all previous projects.

3.2 Non-Functional Requirements

Performance Requirements:

- The system must not accumulate high numbers of users without any fault.
- Response to any kind of interaction must take no longer than 3 seconds to appear on the screen.

Security Requirements:

- System will use secure database.
- Normal users can just read or write information but they cannot edit or modify existing information.

Error Handling:

- OS must handle expected or non-expected errors in ways that prevent loss in information and long down time period.

Safety Requirements:

- System use must not cause any harm to human users.

Appendices

Appendix A

Glossary

- **SRS:** A software requirements specification (SRS) is a description of a software system to be developed. The software requirements specification lays out functional and non-functional requirements, and it may include a set of use cases that describe user interactions that the software must provide to the user for perfect interaction.
- **Employee ID:** Each employee will get a nonidentical employee ID.