Software Requirements Specification

for

Award Management System

Version 1.0 approved

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Revision History

Name	*Date*	*Reason For Changes*	*Version*

Introduction

1   Purpose

An Award Management System which can be used for any organization for their award management process which cover all aspects starting from creating award, filtering application forms for awards, managing forms and end-to-end award evaluation process.

2   Document Conventions

The document is written in "Arial" font size 12. The Sub headings are written in "Times" 14 and headings are written in "Times" 18.

3   Intended Audience and Reading Suggestions

The audience would be the employees of the company. The employees would include the chairman, jury members, assessors and the people who apply for the award.The documentation would be read by the Project Manager, HR team and Mentor.

4   Product Scope

The Award Management System is made to facilitate the users. The employee can directly apply for the award through the system. The result will be declared to him on his dashboard and He will get the opportunity to select his choice of category as well. There will be less paperwork ,system would be transparent and secured as one would not be able to see the track record of another person. It will be much easier for the chairman and jury members to judge by looking at the past records of the employees.

5   References

The system requirements document was made according to the IEEE format

Overall Description

1.   Product Perspective

This product is a new self contained product. The main users are the employee which includes the jury members, chairman, assessor, admin and the applicants.

Major modules are:-
1. Manage awards
2. Manage application for awards
3. Manage application -Question Answer forms
4. Award registration process

2.   Product Functions

The product functionalities are divided into 5 users:- Applicants, Assessors, Jury Members, Chairman and Admin.

2.2.1   Applicant

- **Login**

The user will be provided Login credentials by the admin through mail. With the credentials, he will be able to log in to the system.

- **Apply for the award**

The employee will apply for his choice of awards. He can apply upto to 3 different awards at a same time. He would be able to make a choice by viewing the categories of award. Each category of award would have a description of its own. The description would be of two types: long and short. Whenever the user looks at the list he would be able to look at the brief description. Whereas, when he selects the particular award, he can look at the detailed description which would contain the criteria. After selection of his choice of award, he will have to answer a Question Answer form which will be submitted to the admin. Upon submitting that form, he will be redirected to the dashboard.

- **Application status**

After submitting the form, the user will be redirected to the dashboard. The   dashboard will have the application status of his award. The status would contain 4 parts:- initial, assessor, jury and chairman. His current status would be notified through the notification on his notification bar and dashboard. Whenever, he clears a round he will be notified.

● **Manage awards**

The admin will get the access for managing the awards. Managing awards would have the sub functionalities
2. Manage application for awards
3. Manage application -Question Answer forms
4. Award registration process
5. Detailed award evaluation process:-
• *Process flow from admin to next assessor stage*
• *Assessor to next stage jury stage*
• *Jury to chairman stage*
• *And, finally winners to be declared*

3   User Classes and Characteristics

The system is ideal for users who want a transparent process for the award management. There will be no chaos as everything will be clear and confidential. Also, less paper work making it a more managed system.

4   Operating Environment

Browser: Google Chrome and Firefox
Resolution: 1024x768
Operating system: Windows XP, UNIX

5   Design and Implementation Constraints

We cannot use this application in mobile.

External Interface Requirements

1   Hardware Interfaces

RAM: 2 GB
Hard Disk: 500 GB

2   Software Interfaces

Browser Compatibility: Google Chrome and Firefox(Web browser)
Documentation Tool: LibreOffice Writer
Development Environment: ASP.NET C#, HTML5,CSS3, JavaScript
Database: SQL server

System Features

Admin

R.1 Log in

The admin will log in with the credentials.

> *Input :User will have to enter his email-id and password*
> *Output: He will be logged in*

R.1.1 Forgot Password

> *Input: User will have to click the button.*
> *Output: System will send link to user's email-id.*

R.2 Employee Registration

The admin will enter the employee detail with basic information about them. After registration, the employee will get the log in link and the credentials for the same.

> *Input: User will enter the information*
> *Output: The log in link will be provided to the employee.*

R.3 Start Event

This will the information about the whole process of the award event which will include the starting date, award presentation ceremony date and event description. Also, it will notify the users about the event.

> *Input: User will enter the information*
> *Output: The information about the event will be displayed.*

R.4 Add Awards

The admin will add awards according to the category. All the category of awards would have a description about it. The description would include the sub categories, Q/A forms and the criteria to apply for the award.

R.4.1 Add categories

The admin will add category of awards. It will have the description about it.

Input: User will enter the categories.
Output: The categories will be displayed.

R.4.2 Add sub categories

The admin will add sub category of awards. It will have the description about it.

Input: User will enter the categories.
Output: The sub-categories will be displayed.

R.4.3 Add Q/A forms

The admin will add a common Q/A form for all the categories.

Input: User will enter the Q/A form.
Output: The Q/A form will be displayed.

R.5 View Applications

Admin can view applications of the employees who have applied. He will go through all the applications and shortlist application by giving appropriate rating to them and forward it to the assessor further process of application will be done by assessor.

Input: User can click on the application
Output: The application of the selected employee will be displayed

R.4 Jury Assigning

The admin will enter the jury member detail with basic information about them. After registration, the jury member will get the log in link and the credentials for the same.

Input: User will enter the information
Output: The log in link will be provided to the jury member

R.5 Assessor Assigning

The Admin will enter the Assessor member detail with basic information about them. After registration.

Input: User will enter the information
Output: The log in link will be provided to the Assessor

Applicants

R1. Login

The admin will log in with the credentials.
Input :User will have to enter his email-id and password
Output: He will be logged in.

R.1.1 Forgot Password

Input: User will have to click the button
Output: System will send link to user's email-id

R.1.2 Update Profile

If Applicant wants to update his profile, he can do this using this option

Input: User will have to click the update button and enter the updated details.
Output: His profile will be updated

R.2. Apply for awards

The Applicant can apply for his choice of awards. Their will be category for different awards. He can view the description of awards as well. The registration process will include the Q/A form which the employee has to fill.

Input: He will fill the Q/A form regarding the award
Output: He will be registered for that award

R.3 Check status

After the application process, the applicant can check his status of application. The status would include 4 stages-Initial, Assessor, Jury and Chairman

Input: Click on Dashboard
Output: Status will be displayed

Assessor

R1. Login

The admin will log in with the credentials.

Input: User will have to enter his email-id and password
Output: He will be logged in.

R.1.1 Forgot Password

Input: User will have to click the button
Output: System will send link to user's email-id

R.1.2 Update Profile

If Assessor wants to update his profile, he can do this using this option
Input: User will have to click the update button and enter the updated details.
Output: His profile will be updated

R.2 View Applications

Assessor can view applications of the employees who have passed the initial stage as well as who have applied. He will go through all the applications and shortlist application by giving appropriate rating to them and forward it to the Jury for further processing of application.

Input: User can click on the application
Output: The application of the selected applicant will be displayed

Jury

R1. Login

The admin will log in with the credentials.
Input: User will have to enter his email-id and password
Output: He will be logged in.

R.1.1 Forgot Password

Input: User will have to click the button
Output: System will send link to user's email-id

R.1.2 Update Profile

If a Jury Member wants to update his profile, he can do this using this option

Input: User will have to click the update button and enter the updated details.
Output: His profile will be updated

R.2 View Applications

Jury members can view applications of the employees who have passed the Assessor stage as well as who have applied. He will go through all the applications and shortlist application by giving appropriate rating to them and forward it to the chairman for further processing of application.

Input: User can click on the application
Output: The application of the selected applicant will be displayed

Chairman

R1. Login

The admin will log in with the credentials

Input: User will have to enter his email-id and password
Output: He will be logged in.

R.1.1 Forgot Password

Input: User will have to click the button
Output: System will send link to user's email-id

R.2 View Applications

Jury members can view applications of the employees who have become the finalists by passing the jury stage. He will go through all the applications, finalize the winners and announce the results.

Input: User can click on the application
Output: The application of the selected applicant will be displayed

Other Nonfunctional Requirements

Scalability-The system is light weighted and at a time, users from 5 categories can work at a work time

Availability-If the internet service gets disrupted while sending information to the server, the information can be send again for verification

Recoverability- The system has a forgot password facility which will help the user to recover his account when he forgets his credentials

Security- The system has secured login system. No employee can register on his own, he will be provided with the credentials by the authorized person and also no employee can view the status of the other employee. Thus, providing a tight security by the means of confidentiality and privacy

Manageability-We can easily check past records of employees as there will be less paper work involved.

Environmental-The system is user friendly. User can easily navigate from one page to the another

Data Integrity- The user data is confidential

Usability-As the system is easy to handle and navigates in the most expected way with no delays. In that case the system program reacts accordingly and transverses quickly between its states