

Macro Welding Supply System – Appendix B

Business Rules:

001 – Employee Information Required

Date Discovered: April 30, 2019

Category: Structural Fact Type: Static

Description:

An employee of Macro Welding must provide the company with their SIN, banking info, home address, personal phone number and personal email.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

002 – Purchase Order Submission Process

Date Discovered: April 30, 2019

Category: Structural Fact Type: Static

Description:

An employee of Macro Welding wishing to have any material or equipment purchased on their behalf, must fill out an electronic PO on the system. The PO will go to their department supervisor in a 'pending' state

Discovery Details:

Interview with project sponsor: Bonnie Ryan

003 – Employee Information Updating/Editing

Date Discovered: April 30, 2019

Category: Structural Fact Type: Static

Description:

An employee can edit their own basic personal information: personal phone number, address, personal email.

If an error has been made in the entry of an employee's SIN or banking information, that must be updated by an HR rep.

Only an HR rep is authorized to change an employee's work phone or work email.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

004 – Levels of Authorization to Data

Date Discovered: April 30, 2019

Category: Structural Fact Type: Static

Description:

Different employees of Macro Welding have different levels of authorization to the company database.

HR and department supervisors will have full access to all info, but others will only be able to access the employee directory, which will just include the necessary contact information.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

005 – Employee Pay

Date Discovered: April 30, 2019

Category: Structural Fact Type: Static

Description:

Employees of Macro Welding will be paid every 2nd Friday by direct deposit into their bank account. They will receive a notification of pay with a link to a digital pay stub.

Discovery Details:

Interview with project sponsor: Bonnie Ryan

006 – Purchase Order Approval Protocol

Date Discovered: April 30, 2019

Category: Structural Fact Type: Static

Description:

Departmental Supervisors of Macro Welding may approve items on purchase orders at their discretion according to their own departmental budgets. They may choose to purchase the items at the suggested location or an alternate location. They may also choose to purchase an alternate item to the one requested. Approved items will be forwarded to the purchasing department. Supervisors must give a reason for any denial.

Discovery Details:

Interview with project sponsor: Bonnie Ryan