What is the company name? we decide.

Budget?

Deadline June 12

Pay – do they already have a financial system? NO Keeping track of hours worked and pay?

Employees are all on salary, no need to clock hours. Paid every second Friday. Pay stub is emailed or sent a link to the pdf on the system.

Who are stakeholders? Responsibilities? Level of access?

Employees will get an ID. Employees will be authorized to change their basic info, but not their work phone or email. Only HR will have authorization.

Supervisor of finances runs pay every second Friday. System will store all the past pay information.

Pay information may not be exactly as shown – speak with financing for those answers.

Janice Brown – contact for purchase orders.

Just the information needed is displayed. When unnecessary, personal and pay info will not be shown.

Employees fill out purchase orders and Supervisors receive all purchase orders (in a pending state) and approve or deny (closed state). Employee will be notified or decision.

Purchase order should have “location” to give an idea where to find the order. Employee looks up an example online and records that location and price. Company may buy an alternative or from a different location. Employee can check on status anytime, but will receive an email when closed.

PO should automatically display appropriate info when user logs in.

If PO denied, field for reason? YES

What are the priorities? Pay stub, Purchase,

Company has no database. Everything done by hand. No more cheques, they want direct deposit.

Company quickly grew to 1000 employees and their info is all on paper – needs to be digitized.

OUT OF Scope:

Anything in purchasing department.