Project Requirement Analysis Phase
Data Flow Diagram & User Stories

Date	24 June 2025
Team ID	LTVIP2025TMID29797
Project Name	workforce administration solution (dev)
Maximum Marks	4 Marks

Data Flow Diagrams:

A Data Flow Diagram (DFD) for a workforce administration solution would visually represent how data moves through the system, showing processes, data stores, and external entities. A basic Level 0 DFD might depict the core interactions between employees, managers, HR, and the system itself, while higher levels would delve into specific functionalities like onboarding, payroll, or performance management.

Example: [0 level DFD – Online Employee Management System]
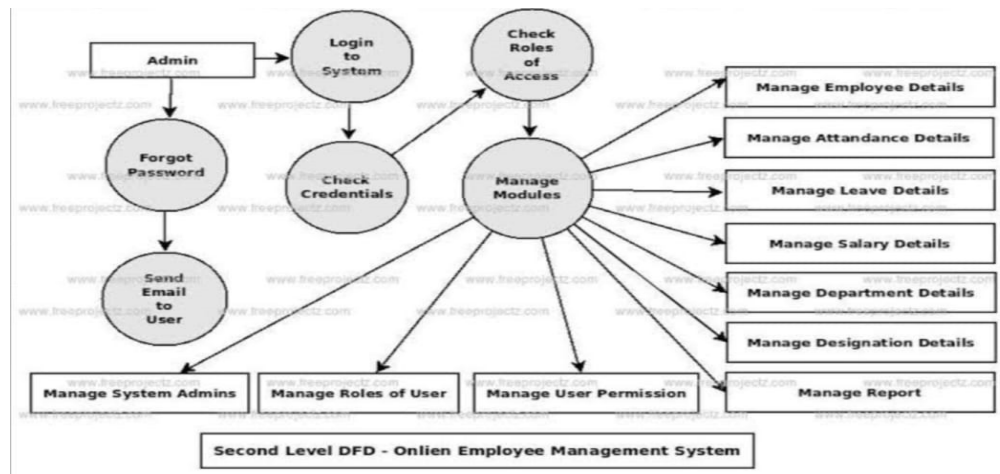
Explanation:

- **Inputs:**
  - **Employee data from HR Department**
  - **Requests from Employees (leave applications, personal info updates)**
- **Process:**
  - **Employee Management System handles data storage, validation, approvals, updates.**
- **Outputs:**
  - **Reports and dashboards for HR and management**
  - **Updated employee records**

User Stories

Use the below template to list all the user stories for the product.

User Type	Functional Requirement (Epic)	User Story Number	User Story / Task	Acceptance Criteria	Priority	Release
Employee	Leave Management	USN-1	As an employee, I want to submit leave requests through the portal so I can manage my time off easily.	Leave request form accessible; request submitted successfully; confirmation notification received.	High	Sprint-1
Employee	Leave Management	USN-2	As an employee, I want to view my leave balance and history so I can plan my leaves accordingly.	Leave balance and history displayed accurately on dashboard.	High	Sprint-1

User Type	Functional Requirement (Epic)	User Story Number	User Story / Task	Acceptance Criteria	Priority	Release
Manager	Leave Approval	USN-3	As a manager, I want to review and approve/reject leave requests to manage my team's availability.	Manager can view pending requests; approval/rejection updates status; notifications sent to employee.	High	Sprint-1
HR Administrator	Employee Records Management	USN-4	As an HR admin, I want to add and update employee profiles to maintain accurate workforce data.	Employee profiles can be created/edited; changes saved and reflected immediately.	High	Sprint-1
HR Administrator	Compliance Management	USN-5	As an HR admin, I want to receive alerts for expiring certifications and documents to ensure compliance.	Automated alerts sent before expiry; dashboard shows compliance status; audit logs maintained.	Medium	Sprint-2
HR Analyst	Workforce Analytics	USN-6	As an HR analyst, I want to generate workforce reports (headcount, attrition, leave trends) for informed decisions.	Reports accessible; data updated in real-time; export options available.	Medium	Sprint-2
System (Automation)	Workflow Automation	USN-7	As a system, I want to automate leave approvals and notifications to reduce manual workload and errors.	Leave workflows automated; notifications sent promptly; exceptions flagged for manual review.	High	Sprint-1
Employee	Self-Service Portal	USN-8	As an employee, I want to update my personal information through the portal to keep my records current.	Personal info editable; changes validated and saved; confirmation shown.	Medium	Sprint-2