

Security Service Management System for RALL

Agile Activity Report



Sri Lanka Institute of Information Technology
IT2080 – Information Technology Project

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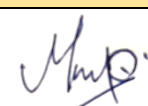

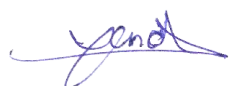
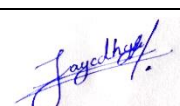



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Declaration

This Agile Activity report is our original work and the content is not plagiarized from any resource, References for all the content taken from external resources are correctly cited. To the best of our knowledge, this report does not contain any material published or written by third parties, except as acknowledged in the text.

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Introduction

This Agile Activity Report will outline the development process of our Security Service Management System, an all-inclusive solution for the automation and streamlining of different facets of security services management. Our project will increase the efficiency of recruitment, client management, training, booking, inventory, and more in security services.

We used the Agile approach to develop iterative sprints, which provided continuous feedback and fast adaptation to changing requirements. In this report, we cover the creation of Epics and User Stories for every core function, prioritization in the Product Backlog, and task management with the Kanban board. With Agile practices in action, our system becomes user-centric, adaptive, and robust, able to meet the needs of all stakeholders effectively.

Member 1: IT22325228 – Fernando K K C

Epic – Employee Management

Features	User Story ID	User Story	Tasks
Login	EM01	As an employee, I want to log in to the system to access my account securely.	<ul style="list-style-type: none"> • Implement login page • Validate credentials
Register to the System	EM02	As a new employee, I want to register to the system to create my account.	<ul style="list-style-type: none"> • Create registration form • Store employee details
Manage Employee Information	EM03	As an admin, I want to manage employee details to keep records up to date.	<ul style="list-style-type: none"> • Develop CRUD operations • Implement data validation
Post Job Vacancy	EM04	As an admin, I want to post job vacancies to attract potential candidates.	<ul style="list-style-type: none"> • Create job posting form • Display job listings
Recruitment Process Management	EM05	As an admin, I want to manage the recruitment process to hire suitable candidates.	<ul style="list-style-type: none"> • Track applicant status • Schedule interviews
User Access Control	EM06	As an admin, I want to control user access to secure sensitive information.	<ul style="list-style-type: none"> • Define roles • Implement role-based access control
Track Employee Performance	EM07	As a manager, I want to monitor employee performance for appraisal decisions.	<ul style="list-style-type: none"> • Set performance metrics • Generate performance reports
Manage Leave Request	EM08	As an employee, I want to submit leave requests to take time off from work.	<ul style="list-style-type: none"> • Design leave request form • Implement approval workflow
Generate Monthly Report	EM09	As an admin, I want to generate monthly reports to review employee statistics.	<ul style="list-style-type: none"> • Design report templates • Automate report generation
Manage Interviews	EM10	As an admin, I want to manage interviews to streamline the recruitment process.	<ul style="list-style-type: none"> • Schedule interviews • Notify candidates

Member 2: IT22907998 – Sadisha R. M. M

Epic – Training Management

Feature	User Story ID	User Story	Task
Login	TM01	“As a Training Manager, I want a secure login system.so that I can control access to the training management system.”	<ul style="list-style-type: none"> • Design the login interface. • Implement secure authentication protocols. • Test the login functionality for security and ease of use.
Create course	TM02	“As a Training Manager, I want to create and manage various training courses.so that I can ensure employees receive the necessary training.”	<ul style="list-style-type: none"> • Define course categories and types. • Develop a user interface for course creation. • Implement backend functionality for storing and managing course data. • Test course creation and management features.
Generate report	TM03	“As a raining Manager, I want to generate detailed reports on training activities, So that I can monitor progress and course effectiveness.”	<ul style="list-style-type: none"> • Identify key metrics and data points for reports. • Develop a reporting interface. • Implement report generation functionality. • Allow for exporting reports in multiple formats. • Test the accuracy and usability of reports.

Manage training schedule	TM04	<p>“As a Training Manager, I want to manage and track training schedules, So that I can ensure all training sessions are organized and attended.”</p>	<ul style="list-style-type: none"> • Design a scheduling interface with calendar integration. • Implement features for setting up training sessions and notifications. • Develop a system for assigning instructors and managing participant lists. • Test scheduling functionality and integration with other modules.
Manage Cart	TM05	<p>“As a Training Manager, I want a cart system to handle course registrations and fees, So that I can streamline the enrollment process.”</p>	<ul style="list-style-type: none"> • Design the cart interface for managing enrollments and fees. • Implement cart functionality, including adding/removing items and processing payments. • Integrate the cart with course creation and scheduling features. • Test the cart for accuracy and ease of use.
Get feedback from security officer	TM06	<p>“As a Training Manager, I want to collect feedback from security officers, So that I can continuously improve the training programs.”</p>	<ul style="list-style-type: none"> • Develop a feedback submission form. • Implement functionality for collecting and storing feedback. • Analyze feedback data for reporting purposes.

Member 3: IT20145552 – Dissanayaka D. M. S. M

Epic – Client Management

Features	User Story ID	User Story	Tasks
Client Registration	CM01	As a new client, I want to register to the system so that I can access security services.	<ul style="list-style-type: none"> • Design the registration form • Implement the registration backend • Validate input data
Client Login	CM02	As a registered client, I want to log in to the system so that I can access my account and services.	<ul style="list-style-type: none"> • Create the login page • Implement authentication logic • Ensure session management
View Service History	CM03	As a client, I want to view my service history so that I can keep track of the services I've used.	<ul style="list-style-type: none"> • Develop service history UI • Retrieve data from the database • Display the service history
Manage Client Profile	CM04	As a client, I want to update my profile information so that my details are current and accurate.	<ul style="list-style-type: none"> • Create profile management page • Implement data update functionality • Validate changes
Submit Feedback	CM05	As a client, I want to submit feedback on services so that I can share my experience with the provider.	<ul style="list-style-type: none"> • Design the feedback form • Implement feedback submission • Store feedback in the database
Request New Services	CM06	As a client, I want to request new security services so that I can meet my security needs.	<ul style="list-style-type: none"> • Create service request form

			<ul style="list-style-type: none"> • Implement service request processing • Notify the client manager
View Service Availability	CM07	As a client, I want to view the availability of services so that I can plan my security needs accordingly.	<ul style="list-style-type: none"> • Develop service availability display • Integrate with scheduling system • Display availability
Client Requirement Gathering	CM08	As a client, I want to provide my security requirements so that the system can recommend appropriate services.	<ul style="list-style-type: none"> • Create a requirement gathering form • Implement data processing logic • Generate service recommendations
Security Officer Count Estimation	CM09	As a client, I want assistance in determining the number of security officers needed for my site so that I can make informed decisions.	<ul style="list-style-type: none"> • Develop an estimation tool • Integrate with client data and site information • Provide estimation results
Access Help & Support	CM10	As a client, I want to access help and support so that I can resolve any issues or get assistance with using the system.	<ul style="list-style-type: none"> • Implement help and support section • Provide contact options • Create FAQs and guides

Member 4: IT22257086 – Randiw E. Y

Epic – Booking Management

Features	User Story ID	User Story	Tasks
Create Booking Requests	BM01	As a Client, I want to create booking requests for security services so that I can schedule services easily.	<ul style="list-style-type: none"> • Design booking request form • Implement service selection • Set up date and time selection
Manage Booking Schedules	BM02	As a Booking Manager, I want to manage booking schedules so that I can allocate resources effectively.	<ul style="list-style-type: none"> • Develop booking calendar • Integrate with employee availability • Notify relevant managers
Confirm Booking Requests	BM03	As a Booking Manager, I want to confirm booking requests so that clients are assured of their service schedules.	<ul style="list-style-type: none"> • Implement booking confirmation system • Automate confirmation emails • Update booking status
Modify Bookings	BM04	As a Client, I want to modify my existing bookings so that I can adjust my service schedule as needed	<ul style="list-style-type: none"> • Develop booking modification tool • Integrate with booking database • Notify Booking Manager of changes
Cancel Bookings	BM05	As a Client, I want to cancel bookings easily so that I can manage my service needs without hassle.	<ul style="list-style-type: none"> • Implement booking cancellation feature • Automate cancellation notifications • Update availability

Track Booking Status	BM06	As a Client, I want to track the status of my bookings so that I am informed of any updates or changes.	<ul style="list-style-type: none"> • Create booking status dashboard • Sync with booking updates • Provide real-time notifications
Allocate Security Officers	BM07	As a Booking Manager, I want to allocate security officers to bookings so that each client has the required personnel.	<ul style="list-style-type: none"> • Develop officer allocation tool • Match officers to booking requirements • Update officer schedules
Generate Booking Reports	BM08	As a Booking Manager, I want to generate booking reports so that I can analyze service demand and resource usage.	<ul style="list-style-type: none"> • Create report generation tool • Integrate booking data • Provide export options for reports
Provide Booking Feedback	BM09	As a Client, I want to provide feedback on my booking experience so that the service quality can be improved.	<ul style="list-style-type: none"> • Implement feedback collection system • Store and analyze feedback • Integrate with client profiles
Automate Recurring Bookings	BM10	As a Client, I want to set up recurring bookings so that I can automate the scheduling of regular services.	<ul style="list-style-type: none"> • Develop recurring booking feature • Automate scheduling process • Provide options to modify recurring services

Member 5: IT22293480 – Jayodhya J. D. H

Epic – Payment Management

Features	User Story ID	User Story	Tasks
Process Client Payments	PM01	As a client, I want to easily make payments for services so that I can fulfill my financial obligations.	<ul style="list-style-type: none"> • Design payment interface • Integrate with payment gateways • Implement payment confirmation
Generate Invoices	PM02	As a finance manager, I want to generate invoices for clients so that I can bill them accurately for services rendered.	<ul style="list-style-type: none"> • Create invoice generation module • Integrate service details • Automate invoice sending
Track Payment Status	PM03	As a finance manager, I want to track the payment status of each client so that I can manage outstanding balances.	<ul style="list-style-type: none"> • Implement payment tracking system • Display payment status dashboard • Set up payment reminders
Manage Refunds	PM04	As a client, I want to request a refund if services are not satisfactory so that I can get my money back.	<ul style="list-style-type: none"> • Develop refund request form • Implement refund approval process • Process refunds through payment gateway
Handle Recurring Payments	PM05	As a client, I want to set up recurring payments for ongoing services so that I don't have to manually pay each time.	<ul style="list-style-type: none"> • Implement recurring payment feature • Integrate with client preferences • Automate recurring transactions

Send Payment Reminders	PM06	As a finance manager, I want to send payment reminders to clients so that they are aware of upcoming due dates.	<ul style="list-style-type: none"> • Create reminder notification system • Integrate with payment schedules • Customize reminder frequency
Manage Discounts and Promotions	PM07	As a finance manager, I want to apply discounts and promotions to client invoices so that I can attract and retain clients.	<ul style="list-style-type: none"> • Develop discount and promotion module • Apply discounts to invoices • Track promotion usage
Generate Financial Reports	PM08	As a finance manager, I want to generate financial reports so that I can analyze the company's revenue and expenditures.	<ul style="list-style-type: none"> • Develop report generation tool • Integrate payment data • Provide report export options
Secure Payment Processing	PM09	As a finance manager, I want to ensure all payment transactions are secure so that I can protect client financial information.	<ul style="list-style-type: none"> • Implement encryption for transactions • Ensure compliance with security standards • Monitor for fraud
Manage Client Payment Profiles	PM10	As a client, I want to save my payment information securely so that I can quickly make payments in the future.	<ul style="list-style-type: none"> • Create secure payment profile storage • Implement payment method management • Encrypt sensitive information

Member 6: IT22127082 – Madawatte W. W. M. T. N. B

Epic – Operation Management

Features	User Story ID	User Story	Tasks
Schedule Security Officers	OM01	As an operations manager, I want to schedule security officers so that I can ensure proper coverage at client sites.	<ul style="list-style-type: none"> • Design scheduling interface • Implement scheduling algorithm • Notify officers of their schedules
Monitor Security Officer Locations	OM02	As an operations manager, I want to monitor the real-time locations of security officers so that I can ensure they are at the correct sites.	<ul style="list-style-type: none"> • Integrate GPS tracking • Display officer locations on a map • Update locations in real-time
Incident Reporting	OM03	As a security officer, I want to report incidents in real-time so that the operations manager can take immediate action.	<ul style="list-style-type: none"> • Create incident reporting form • Implement notification system for operations manager • Log incidents in the database
Manage Emergency Responses	OM04	As an operations manager, I want to manage emergency responses so that I can ensure timely intervention during incidents.	<ul style="list-style-type: none"> • Develop emergency response protocols • Implement alert system • Coordinate with local authorities
Assign Backup Officers	OM05	As an operations manager, I want to assign backup officers to sites when needed so that I can maintain security levels.	<ul style="list-style-type: none"> • Create backup assignment functionality • Notify backup officers • Update site staffing levels

Generate Operations Reports	OM06	As an operations manager, I want to generate operations reports so that I can analyze performance and make improvements.	<ul style="list-style-type: none"> • Develop report generation feature • Integrate data from various sources • Provide report customization options
Monitor Compliance with Protocols	OM07	As an operations manager, I want to monitor compliance with security protocols so that I can ensure officers are following procedures.	<ul style="list-style-type: none"> • Implement compliance tracking • Set up alerts for non-compliance • Log compliance data for review
Manage Equipment Inventory	OM08	As an operations manager, I want to manage security equipment inventory so that I can ensure all sites are properly equipped.	<ul style="list-style-type: none"> • Create inventory management module • Track equipment usage and availability • Automate restocking notifications
Handle Shift Changes	OM09	As a security officer, I want to request shift changes so that I can manage my work-life balance.	<ul style="list-style-type: none"> • Develop shift change request form • Implement approval process • Update schedules accordingly
Allocate Resources Based on Site Needs	OM10	As an operations manager, I want to allocate resources based on site-specific needs so that I can optimize resource usage.	<ul style="list-style-type: none"> • Create resource allocation tool • Integrate with site requirements • Adjust resources dynamically

Member 7: IT22132628 – Kusumsiri P. A. S. S

Epic – Inventory Management

Features	User Story ID	User Story	Tasks
Track Inventory Levels	IM01	As an Inventory Manager, I want to track inventory levels so that I can ensure sufficient stock for all operations.	<ul style="list-style-type: none"> • Develop inventory tracking system • Integrate with database • Set up low stock alerts
Manage Inventory Categories	IM02	As an Inventory Manager, I want to manage inventory categories so that items are organized effectively.	<ul style="list-style-type: none"> • Design category management tool • Implement category assignment feature • Update inventory categories
Add New Inventory Items	IM03	As an Inventory Manager, I want to add new inventory items so that the system reflects the latest stock.	<ul style="list-style-type: none"> • Develop item addition form - Integrate with inventory database - Provide item details input.
Update Inventory Details	IM04	As an Inventory Manager, I want to update inventory details so that all stock information is accurate and current.	<ul style="list-style-type: none"> • Implement item detail update feature • Sync updates with inventory system • Notify relevant departments of changes
Monitor Inventory Usage	IM05	As an Inventory Manager, I want to monitor inventory usage so that I can analyze stock consumption patterns.	<ul style="list-style-type: none"> • Create usage monitoring tool • Integrate with inventory transactions • Generate usage reports

Reorder Inventory Automatically	IM06	As an Inventory Manager, I want to automate inventory reorders so that stock levels are maintained without manual intervention.	<ul style="list-style-type: none"> • Develop auto-reorder feature • Set reorder thresholds • Integrate with supplier management
Perform Inventory Audits	IM07	As an Inventory Manager, I want to perform inventory audits so that stock discrepancies can be identified and resolved.	<ul style="list-style-type: none"> • Create audit tool • Develop audit scheduling feature • Generate audit reports
Manage Supplier Inventory	IM08	As an Inventory Manager, I want to manage supplier inventory so that I can track supplies and orders efficiently.	<ul style="list-style-type: none"> • Implement supplier inventory tracking • Integrate with supplier database • Update supplier orders and deliveries
Generate Inventory Reports	IM09	As an Inventory Manager, I want to generate inventory reports so that I can analyze stock levels and usage trends.	<ul style="list-style-type: none"> • Develop report generation tool • Integrate inventory data • Provide export options for reports
Manage Damaged	IM10	As an Inventory Manager, I want to manage damaged stock so that inventory quality is maintained.	<ul style="list-style-type: none"> • Implement damaged/expired stock management • Set up disposal or return processes • Update inventory records

Member 8: IT22197146 – Ranasinghe R. A. R. V. C

Epic – Supplier Management

Features	User Story ID	User Story	Tasks
Register New Suppliers	SM01	As a Supplier Manager, I want to register new suppliers so that I can manage and track their information.	<ul style="list-style-type: none"> • Develop supplier registration form • Integrate with supplier database • Validate supplier details
Manage Supplier Contracts	SM02	As a Supplier Manager, I want to manage supplier contracts so that I can ensure compliance and track contract terms.	<ul style="list-style-type: none"> • Create contract management tool • Integrate contract terms into the system • Set up contract expiration alerts
Monitor Supplier Performance	SM03	As a Supplier Manager, I want to monitor supplier performance so that I can ensure they meet the required standards.	<ul style="list-style-type: none"> • Implement performance monitoring system • Collect performance metrics • Generate performance reports
Order Supplies from Suppliers	SM04	As a Supplier Manager, I want to order supplies from suppliers so that I can maintain adequate inventory levels.	<ul style="list-style-type: none"> • Develop order placement system • Integrate with inventory management • Track order status and deliveries
Track Supplier Deliveries	SM05	As a Supplier Manager, I want to track supplier deliveries so that I can ensure timely and accurate supply receipt.	<ul style="list-style-type: none"> • Create delivery tracking system • Update inventory upon delivery

			<ul style="list-style-type: none"> • Notify relevant departments of delivery
Manage Supplier Payments	SM06	As a Supplier Manager, I want to manage payments to suppliers so that financial transactions are processed efficiently.	<ul style="list-style-type: none"> • Develop payment processing feature • Integrate with payment management system • Record payment histories
Handle Supplier Issues	SM07	As a Supplier Manager, I want to handle supplier issues so that any problems can be resolved quickly and effectively.	<ul style="list-style-type: none"> • Set up issue reporting system • Track issue resolution progress • Communicate with suppliers regarding issues
Maintain Supplier Relationships	SM08	As a Supplier Manager, I want to maintain relationships with suppliers so that we can ensure long-term partnerships.	<ul style="list-style-type: none"> • Develop communication tools • Schedule regular meetings with suppliers • Monitor supplier satisfaction
Generate Supplier Reports	SM09	As a Supplier Manager, I want to generate supplier reports so that I can analyze supplier performance and costs.	<ul style="list-style-type: none"> • Create report generation tool • Integrate supplier data • Provide export options for reports

Product Backlog

- Priority Scale
 - 1 - Highest Priority
 - 2 - Normal Priority
 - 3 - Less Priority

Order ID	User Story ID	User Story	Estimated Hours	Priority	Status
1	EM01	As a Manager, I want to create and manage employee profiles so that I can track employee information.	12	1	To Be Started
2	EM02	As a Manager, I want to handle the recruitment process so that I can hire qualified security officers.	15	1	To Be Started
3	EM03	As a Manager, I want to manage job vacancies and applications so that I can fill positions efficiently.	10	2	To Be Started
4	CM1	As a Client Manager, I want to manage client profiles so that I can keep client information up-to-date.	10	1	To Be Started
5	CM2	As a Client Manager, I want to gather client requirements so that we can meet their security needs.	14	1	To Be Started
6	OM1	As an Operations Manager, I want to assign security officers to clients so that service is delivered efficiently.	12	1	To Be Started
7	OM2	As an Operations Manager, I want to monitor officer performance so that service quality is maintained.	12	2	To Be Started
8	PM01	As a Payment Manager, I want to manage client payments so that	8	1	To Be Started

		financial transactions are processed correctly.			
9	PM02	As a Payment Manager, I want to generate financial reports so that I can analyze revenue and costs.	10	2	To Be Started
10	TM01	As a Training Manager, I want to create training schedules so that security officers can be trained properly.	14	1	To Be Started
11	TM02	As a Training Manager, I want to track training progress so that I can ensure officers complete required courses.	10	2	To Be Started
12	BM01	As a Booking Manager, I want to manage service bookings so that client appointments are scheduled efficiently.	12	1	To Be Started
13	IM01	As an Inventory Manager, I want to track inventory levels so that we have the necessary equipment for operations.	14	1	To Be Started
14	IM02	As an Inventory Manager, I want to generate inventory reports so that stock levels are monitored accurately.	10	3	To Be Started
15	SM01	As a Supplier Manager, I want to register new suppliers so that I can manage and track their information.	8	2	To Be Started
16	SM02	As a Supplier Manager, I want to manage supplier contracts so that I can ensure compliance and track contract terms.	12	3	To Be Started

1st Sprint

In this, we have mentioned the tasks for our first sprint.

Priority	Product Backlog Item	Tasks	User Story ID	Estimated Hours	Owner
1	Create and manage employee profiles	Design the employee profile database schema	EM01	4	IT22325228
		Develop the employee profile creation form	EM01	4	
		Implement CRUD operations for employee profiles	EM01	4	
1	Handle the recruitment process	Design recruitment workflow	EM02	5	IT22325228
		Develop the recruitment form	EM02	5	
		Implement backend logic for recruitment processing	EM02	4	
2	Manage job vacancies and applications	Design job vacancy management schema	EM03	4	IT22325228
		Develop job vacancy posting form	EM03	5	
		Implement backend logic for vacancy management	EM03	5	
1	Manage training schedules	Design training schedule management schema	TM04	4	IT22907998
		Develop training schedule creation form	TM04	4	
		Implement backend logic for training schedule management	TM04	5	

1	Manage client profiles	Design client profile database schema	CM01	4	IT20145552
		Develop the client profile creation form	CM01	4	
		Implement CRUD operations for client profiles	CM01	4	
1	Gather client requirements	Create a client requirement gathering template	CM02	5	IT20145552
		Develop the requirements input form	CM02	5	
		Implement backend logic for storing client needs	CM02	4	
1	Manage operations and scheduling	Design operation management schema	OM01	4	IT22127082
		Develop operation scheduling form	OM01	5	
		Implement backend logic for operation scheduling	OM01	5	
1	Process payments	Design payment processing workflow	PM01	6	IT22293480
		Implement payment gateway integration	PM01	6	
		Develop payment processing UI	PM01	4	
1	Manage bookings	Design booking management schema	BM01	4	IT22257086
		Develop booking creation	BM01	4	
		Implement backend logic for booking management	BM01	5	
1	Manage inventory	Design inventory management schema	IM01	4	IT22132628
		Develop inventory management form	IM01	5	

		Implement backend logic for inventory management	IM01	5	
1	Manage suppliers	Design supplier management schema	SM01	4	IT22197146
		Develop supplier profile creation form	SM01	4	
		Implement backend logic for supplier management	SM01	5	

Karban – Board

