

IT2080 – ITP

Year 2, Semester 2, 2024

Activity 1



Employee Welfare Management System

Group Details

Batch: 1.1

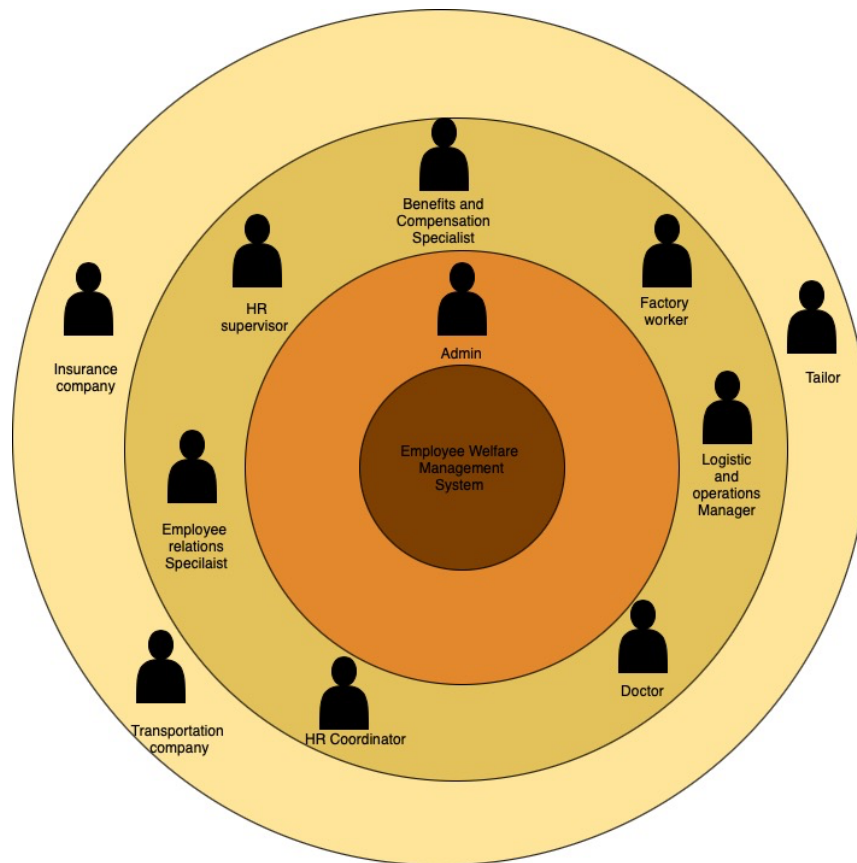
Group Number: T006

	Student Registration Number	Student Name
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2	IT22059536	FERNANDO T K
3	IT22060358	DE SILVA K W S C
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7	IT22094322	SENEVIRATNE D V
8	IT22102614	WAHALATHANTHRI D B D

Stakeholders

- Admin
- Factory Worker
- HR supervisor
- Benefits and compensation specialist
- Logistics and operations manager
- Doctor
- HR coordinator
- Employee relations specialist
- Tailor
- Insurance company
- Transportation company

Onion Diagram



User stories

Admin

- As an Admin,
I want to have the ability to oversee and manage all functionalities within the system,
So that I can ensure smooth operation and address any issues promptly.

HR supervisor

- As an HR Supervisor,
I want to view all employee leave requests,
So that I can effectively manage workforce availability.
- As an HR Supervisor,
I want to approve or disapprove leave requests,
So that I can ensure fair and timely management of employee absences.
- As an HR Supervisor,
I want a calendar view of approved leave requests,
So that I can easily visualize and manage workforce availability.
- As an HR Supervisor,
I want the ability to propose rescheduling leave dates in collaboration with employees,
So that we can accommodate changing business needs while considering employee preferences.
- As an HR Supervisor,
I want to generate reports of monthly leave requests,
So that I can analyze trends and plan accordingly for workforce management.

- As an HR Supervisor,
I want to download monthly leave request reports,
So that I can share and archive them for future reference.
- As an HR Supervisor,
I want a comprehensive overview of employee leave history,
So that I can track individual employee absences and identify patterns.
- As an HR Supervisor,
I want to create announcements, edit announcements and delete announcement
So that I can effectively communicate important information to employees, update or correct information as needed and remove outdated or irrelevant information from the system.
- As an HR Supervisor,
I want to include multimedia options (videos, images) in announcements,
So that I can enhance communication and engage employees visually.
- As an HR Supervisor,
I want to categorize announcements into general and specific categories,
So that employees can easily find the information relevant to them.
- As an HR Supervisor,
I want to specify the relevant department for targeted announcements,
So that I can ensure that information reaches the appropriate audience.
- As an HR Supervisor,
I want to set expiration dates for announcements,

So that outdated information is automatically removed from the system.

- As an HR Supervisor,
I want to receive notifications when announcements are uploaded,
So that I can stay informed about new information being communicated to employees.

Factory Worker

- As a Factory Worker,
I want to access all the functions available in the employee welfare system,
So that I can utilize the resources and benefits provided by the company effectively.

Benefits and compensation specialist

- As a Benefits and Compensation Specialist,
I want to calculate the number of uniforms to be issued based on sizes ordered by employees,
So that we can ensure sufficient inventory and appropriate allocation of uniforms to each employee.
- As a Benefits and Compensation Specialist,
I want to update the inventory of available uniform sizes,
So that we have accurate records of the uniforms on hand and can plan for future orders accordingly.
- As a Benefits and Compensation Specialist,
I want to manage the uniform distribution process,
So that uniforms are distributed efficiently, and employees receive them in a timely manner.

- As a Benefits and Compensation Specialist,
I want to monitor the status of uniform orders (e.g., pending, issued, canceled),
So that I can track progress and address any issues or delays as needed.
- As a Benefits and Compensation Specialist,
I want to generate reports on uniform orders and inventory status,
So that I can analyze trends, track expenses, and make informed decisions about inventory management.
- As a Benefits and Compensation Specialist,
I want to receive notifications on uniform order requests and status changes,
So that I can stay updated on the uniform distribution process and take action as necessary.
- As a Benefits and Compensation Specialist,
I want to receive claim requests from employees,
So that I can initiate the process for their reimbursement or compensation.
- As a Benefits and Compensation Specialist,
I want to select the preferred insurance option for the employee from 24h Insurance or Sri Lanka Insurance,
So that the claim can be processed through the chosen provider efficiently.
- As a Benefits and Compensation Specialist,
I want to forward insurance claims to the Sri Lanka Insurance company,
So that they can be processed and reimbursed according to the terms of the policy.
- As a Benefits and Compensation Specialist,

I want to update information about ongoing claim requests,

So that employees can be informed about the progress of their claims and any necessary actions can be taken promptly.

- As a Benefits and Compensation Specialist,

I want to download specific claim request records,

So that I have access to detailed information about individual claims for reference or analysis.

- As a Benefits and Compensation Specialist,

I want to download reports of requests,

So that I can track and analyze claim activity, identify trends, and make informed decisions about benefits and compensation management.

Logistics and operations manager

- As a Logistics and Operations Manager,

I want to register drivers by entering details such as name, ID, and work experience,

So that I can maintain a comprehensive database of qualified drivers for transportation needs.

- As a Logistics and Operations Manager,

I want to register relevant vehicles for each driver,

So that I can ensure proper vehicle assignment and utilization based on driver capabilities and vehicle requirements.

- As a Logistics and Operations Manager,

I want to enter emission test certificate and license details for each registered vehicle and driver,

So that I can maintain compliance with regulations and ensure vehicles are legally allowed to operate.

- As a Logistics and Operations Manager,

I want to remove drivers if they are quitting the job and add new outsource drivers as needed,

So that we maintain a reliable pool of drivers to meet transportation demands.

- As a Logistics and Operations Manager,

I want to allocate backup vehicles during emergencies,

So that we can ensure uninterrupted transportation services and respond effectively to unexpected situations.

- As a Logistics and Operations Manager,

I want to modify the seat count as needed and ensure it is updated whenever there are changes in transportation arrangements,

So that we can accurately allocate vehicles based on passenger capacity requirements and maintain safety standards.

Doctor

- As a doctor,

I want to receive appointments scheduled by patients,

So that I can manage my schedule and provide medical care to those in need.

- As a doctor,

I want to update my unavailable dates and times in the appointment schedule,

So that patients can only schedule appointments during times when I am available.

- As a doctor,

I want to update the completion status of appointments and provide a cause if the appointment was not completed (e.g., patient was absent),

So that accurate records are maintained, and appropriate follow-up actions can be taken.

- As a doctor,

I want to reschedule appointments if previously available dates become unavailable due to unforeseen circumstances,

So that patients can still receive the care they need at a different time.

- As a doctor,

I want to download specific appointment records in a printable format,

So that I can have physical copies for reference or documentation purposes.

- As a doctor,

I want to download reports related to appointments,

So that I can analyze appointment data, track trends, and make informed decisions about scheduling and patient care.

HR coordinator

- As an HR Coordinator,

I want to integrate employee performance details into the system,

So that we can maintain a centralized database of employee performance metrics for evaluation and analysis.

- As an HR Coordinator,

I want to update and delete performance data as needed, *

So that we can ensure accuracy and relevance of the performance records in the system.

- As an HR Coordinator,

I want to set clear and achievable goals to employees,

So that they have a clear understanding of expectations and can work towards achieving their objectives effectively.

- As an HR Coordinator,

I want to request full detailed reports on various aspects of employee performance and HR operations,

So that I can analyze data, track progress, and make informed decisions to improve HR processes.

- As an HR Coordinator,

I want to monitor attendance records of employees,

So that we can ensure compliance with attendance policies and address any attendance-related issues promptly.

Employee relations specialist

- As an Employee Relations Specialist,

I want to receive and schedule work inquiries from employees,

So that I can address their concerns in a timely and organized manner.

- As an Employee Relations Specialist,

I want to update my availability for addressing issues,

So that employees know when they can expect a response to their inquiries.

- As an Employee Relations Specialist,

I want to mark inquiries as resolved or provide status updates as needed,

So that employees are informed about the progress of their inquiries and the resolution of their concerns.

- As an Employee Relations Specialist,

I want to adjust my availability based on workload,

So that I can effectively manage my time and prioritize work inquiries accordingly. 5

- As an Employee Relations Specialist,
I want to download specific inquiry records for reference or documentation purposes,
So that I have offline access to important information as needed.
- As an Employee Relations Specialist,
I want to generate reports on work inquiries,
So that I can analyze trends, track resolution times, and identify areas for improvement in
employee relations processes.

Functional Requirements

Leave Management

This system manages all the leave-related tasks in the system. Under this system, users are facilitated with the flexibility to manage their leaves based on availability and preferences. Users are allowed for modifications and adjustments whenever they are needed.

- Employees should be able to submit leave requests through the system, specifying the type of leave (e.g., sick leave, vacation), duration, and reason. Upon receiving input, the system validates the information provided, checks for any conflicting leave requests, saves the request in the database, and sends a confirmation message to the employee.
- Employee requests to modify or delete a leave request, along with the updated information. The system allows employees to modify or delete their leave requests before they are approved. Upon receiving the request, it updates the database accordingly and notifies the employee of the action taken.
- Employee requests to view the status of their leave request. The system retrieves the status of the leave request from the database and displays it to the employee upon request.
- Employee requests to view leave balances and history. The system retrieves the relevant data from the database and presents it to the employee in a user-friendly format, allowing them to track their leave usage and history.
- Admin should be able to review and approve/deny leave requests efficiently.
- Admins have access to a calendar view of approved leave requests to manage workforce availability.
- Admins can propose rescheduling leave dates in collaboration with employees.
- The system should maintain accurate records of employees' leave balances, including accrued leave and remaining balances.
- The system sends notifications and reminders at different stages of the leave-requesting process.
- The system should generate reports on leave trends, employee attendance, and utilization of leave benefits for managerial review and decision-making.
- The system displays unavailable dates for requests due to prior requests.
- The system keeps track of approved leaves.

Announcement and Notices Management

This system oversees the management of announcements and notices. Within this system, admins are provided with the flexibility to create, edit, and manage announcements and notices based on their availability and preferences. They can make modifications and adjustments as necessary, ensuring that communication remains timely and effective for all users.

- Admins input announcement content, format it as needed, and publish it along with relevant details. The system ensures announcements are timely and displays them according to their set expiration dates.
- Admins can create, edit, format, and delete announcements as needed. The system allows for easy editing and formatting of announcement content and facilitates deletion when announcements are no longer relevant.
- Admins can include multimedia options such as videos and images in their notices. The system supports the upload and display of multimedia content within announcements.
- Admins categorize announcements as general or specific. For specific announcements, they specify the relevant department. The system organizes announcements accordingly for easy access.
- Admins can set expiration dates for announcements. The system automatically removes expired announcements from the display to ensure only relevant content is visible to users.
- Admins can generate and download reports summarizing announcement data. The system provides options to customize report parameters and formats for download.
- The system notifies admins when announcements and notices are uploaded or edited. Notifications can be sent via email, within the system interface, or through other communication channels.
- Admins can generate and download reports summarizing announcement data.
- Employees can access notices and announcements published by admins. They can view, interact with, and provide comments on announcements to facilitate collaboration.
- The system displays announcements and notices to employees in a user-friendly interface. It ensures easy access to relevant information for all users.
- Employees can provide comments on announcements to engage in collaborative discussions. The system facilitates interaction and communication among users.
- Employees can filter and search for specific announcements based on criteria such as category, department, or keyword. The system provides robust search and filtering capabilities for efficient information retrieval.
- Employees can access an event calendar within the system interface. The calendar displays upcoming events and relevant information for employees to stay informed.
- Employees can respond to invitations (RSVP) directly within the responsive calendar. The system updates event attendance records based on employee responses.
- The system prioritizes the display of the most recent announcements at the top of the list when viewed by employees.
- The system allows admins to send announcements to specific employees based on their roles.

Transportation Management

This system focuses on transportation management. Admins are empowered to handle transportation-related tasks. They can manage transportation logistics as needed. Additionally, users have the flexibility to make modifications and adjustments to ensure seamless transportation management within the system.

- Admins enter the details of outsourced drivers into the system. The system stores this information for future reference.
- Admins register vehicles and assign them to respective drivers. The system maintains a record of vehicles and their assigned drivers.
- Admins upload and store emission test certificates and license details for vehicles and drivers in the system.
- Admins remove drivers who quit their jobs from the system and add new outsourced drivers by entering their details.
- Admins allocate backup vehicles to ensure continuous transportation services. The system facilitates vehicle allocation and tracks backup vehicle usage.
- Admins can modify the seat count for vehicles as needed and ensure it is updated whenever there are changes in transportation arrangements. The system maintains accurate seat count information for each vehicle.
- Employees register for the transport service by providing their details, selecting their desired locations within a 30km range, and entering their bank details for payment.
- The system monitors the number of available seats in vehicles and notifies users if the seat limits are exceeded. It ensures that no more bookings are accepted if the seating capacity is reached.
- The system generates reports of respective drivers, providing details such as driver names, IDs, and work experience.
- The system validates the condition of vehicles to ensure they meet safety standards and are suitable for transportation services.

Employee Uniform Management

This system oversees all aspects related to employee uniform management. Within this system, users are provided with the capability to handle uniform-related tasks according to their availability and preferences. They have the flexibility to make modifications and adjustments as required, ensuring that the uniform allocation process remains efficient and accommodating to individual needs.

- The system provides a form for employees to enter their waist size and preferred uniform size. Upon submission, it processes the order and generates a confirmation for the employee.
- After the employee submits the order, the system generates a confirmation message or email to notify the employee that their uniform order has been received and is being processed.

- The system allows employees to cancel their uniform orders. Upon cancellation, it updates the order status and notifies the employee of the cancellation.
- Employees can request changes to their uniform orders, such as size adjustments or modifications to order details. The system updates the order accordingly and notifies the employee of the changes.
- The system provides employees with the option to download a receipt for their uniform order. It generates the receipt containing order details for the employee to download and keep for their records.
- The system calculates the total number of uniforms to be issued based on the sizes ordered by employees. It aggregates the size requirements and determines the quantity needed for each size.
- Admins update the inventory of available uniform sizes as uniforms are issued or returned. The system keeps track of inventory levels and adjusts availability accordingly.
- Admins oversee the uniform distribution process, ensuring that uniforms are issued to employees as needed. They monitor requests, allocate uniforms from inventory, and update distribution status in the system.
- Admins monitor the status of uniform orders through the system dashboard. They track orders from submission to fulfillment, updating statuses as necessary and resolving any issues that arise.
- The system generates reports for admins, summarizing uniform orders, inventory levels, and distribution status.
- Admins receive notifications from the system regarding new uniform order requests and any changes in order status.
- The system tracks the inventory of available uniform sizes and updates the availability status based on inventory levels. It notifies admins when certain uniform sizes are low in stock and generates reports on uniform inventory status.
- The system maintains logs of uniform order history and availability, providing a record of past orders and inventory changes.

Inquiry Management

This system handles announcement distribution and inquiry management. Users have the capability to manage announcements and inquiries efficiently. Users are empowered to make modifications and adjustments to inquiries as necessary, ensuring effective communication and response management within the system.

- Employees input the details of their work inquiry into the system. The system records the inquiry along with relevant information provided by the employee.
- Employees specify their preferred date for issue resolution. The system considers this preference when scheduling the inquiry.
- The system assigns a time slot for the inquiry based on availability and the preferred date selected by the employee.

- Upon logging the inquiry, the system generates a unique inquiry number for reference and tracking purposes.
- The system sends a reminder notification to the employee on the scheduled day of the inquiry to ensure they are prepared.
- Employees can request to cancel or reschedule the inquiry. The system updates the inquiry status accordingly and adjusts scheduling as necessary.
- Employees can retrieve and download details of their inquiries from the system for reference or documentation purposes.
- The system sends notifications to employees for updates on their inquiries, such as changes in scheduling or resolution status.
- Support staff receive and schedule work inquiries based on availability and workload. They prioritize inquiries and allocate resources accordingly.
- Support staff mark inquiries as resolved or provide status updates to keep employees informed of progress.
- Support staff update their availability for addressing issues based on their workload and capacity.
- Support staff can download specific inquiry records from the system for analysis or reporting purposes.
- The system generates reports on work inquiries, providing insights into inquiry volumes, resolution times, and other relevant metrics.
- The system tracks the number of inquiries for a specific day and adjusts support staff availability based on maximum inquiry capacity. It ensures that support resources are efficiently allocated.
- The system displays unavailable dates for inquiries based on support staff availability and maximum inquiry capacity.
- The system sends notifications and reminders for scheduled inquiries to both employees and support staff to ensure timely action and coordination.

Insurance Management

This system streamlines insurance-related tasks, specifically tailored for managing policyholders' entitlements and preferences within their insurance coverage. Users are empowered with the flexibility to adjust their coverage based on their needs and preferences. Modifications and adjustments can be easily made whenever necessary, ensuring that policyholders have full control over their insurance policies and benefits.

- The system provides a form for employees to initiate a claim request. It collects the necessary information and stores it in the database.
- The system allows employees to upload medical documents relevant to their claim. It stores these documents securely in the database.
- The system sends a notification to the employee about the accepted claim amount and assigns a claim number for reference.
- If requested by the employee, the system allows them to update or add medical documents to the claim. It replaces or adds these documents to the existing ones in the database.
- The system provides employees with the option to download a receipt for their claim. It generates the receipt based on the claim details and allows for downloading.

- The system allows employees to cancel their claim requests. It updates the status of the claim in the database accordingly.
- The system notifies admins of incoming claim requests. It displays these requests in an admin dashboard for further processing.
- Admins choose between available insurance options (e.g., 24-hour insurance, Sri Lanka Insurance) for the employee's claim. The system records this selection.
- Upon admin approval, the system forwards the claim to the Sri Lanka Insurance company for processing. It logs this action for tracking purposes.
- Admins can update the status or add information to ongoing claim requests. The system records these updates and notifies relevant parties if necessary.
- Admins can download detailed records of specific claim requests from the system. The system generates and provides these records upon request.
- Admins can download reports summarizing claim requests, such as total claims processed, pending claims, etc. The system generates and provides these reports.
- The system tracks the number of daily insurance claim requests. It updates availability based on the maximum number of claim requests allowed per day and notifies admins if the limit is reached.
- The system maintains a record of past insurance claim requests in the database. It allows for easy retrieval and reference of past claim information when needed.

Medical Appointment Management

Seamlessly schedule appointments with on-site doctors, ensuring preferred dates align with availability. Receive real-time updates, SMS reminders, and downloadable receipts, enhancing efficiency for both employees and doctors.

- Employees can schedule appointments with an on-premises doctor through their accounts.
- Preferred dates can be selected using the medical appointment option.
- Date availability depends on the doctor's schedule and existing appointments for that day.
- The system tracks daily appointment counts and marks dates as unavailable when the maximum is reached.
- Available and unavailable dates are visually distinguished on a calendar-like component.
- Upon selecting an available date, employees receive a notification, appointment number, and time confirmation.
- Unavailable dates prompt a message indicating they cannot be selected.
- Appointment receipts with details can be downloaded.
- Employees can reschedule or cancel appointments.
- SMS reminders are sent to registered mobile numbers on the appointment day.
- Doctors can view daily appointment counts and update unavailable dates.
- Real-time appointment scheduling updates are possible.
- Reports of appointment details for specific periods can be downloaded, and a monthly report is emailed to the doctor.
- Doctors receive morning SMS reminders of their daily appointment count.
- Incomplete appointments can be marked by doctors if employees do not attend.

Employee Performance Management

Effortlessly input and manage performance data, set clear goals aligned with organizational objectives, and monitor progress in real-time. From tracking individual achievements to generating comprehensive reports, our system ensures transparency, motivation, and effective performance evaluation.

- Managers should have the capability to input performance data into the database, either manually or using data collection sheets.
 - In the event of any issues, they should be equipped to update and correct the data through their interface.
 - Managers should be able to set goals for employees.
 - Goals should be clearly defined and aligned with the overall organizational objectives.
-
- The system should continuously track and monitor employee performance against the set goals.
 - Regular updates on progress should be available to both employees and managers.
 - The system should calculate and update performance rankings for employees based on their achievements and goal attainment.
 - The system should provide the capability to generate performance reports upon request.
 - Reports may include individual or team performance, goal progress, and other relevant metrics.
 - When an employee's performance drops below a defined level, the system should automatically notify the employee.
 - Notifications can be sent through email or other preferred communication channels.
 - The system should identify top performers based on their performance rankings.
 - It should have a mechanism to suggest or facilitate rewards, recognition, or incentives for the best performers.
 - The system should record and maintain attendance records for each employee.
 - It should include features like clock-in, clock-out and real-time attendance tracking.
 - The system should assign points based on attendance records.
 - These points can be used as a metric for evaluating an employee's commitment and punctuality.

Non functional requirements

Performance:

- **Response Time:** The system should provide quick response times to user actions, ensuring a seamless and responsive user experience.
- **Throughput:** The application should handle a specified number of transactions or requests per second to support the expected user load.

Reliability:

- **Availability:** The application should be available for users within agreed-upon time frames, minimizing downtime for maintenance or unexpected issues.
- **Fault Tolerance:** The system should continue to operate with minimal disruption in the presence of hardware or software failures.

Security:

- **Authentication:** The application should ensure that only authorized users can access certain functionalities or data.
- **Data Encryption:** Sensitive data should be encrypted during transmission and storage to prevent unauthorized access.

Usability:

- **User Interface Consistency:** The user interface should be consistent across the application to enhance user understanding and navigation.

Scalability:

- **Horizontal Scalability:** The system should be able to handle an increasing number of users or transactions by adding more hardware or instances.
- **Vertical Scalability:** The system should be capable of handling increased load by improving the capacity of existing hardware or resources.

Maintainability:

- **Code Maintainability:** The codebase should be well-organized, documented, and modular to facilitate easier maintenance and updates.
- **Configurability:** System settings and configurations should be easily adjustable without requiring significant changes to the codebase.

Compatibility:

- Cross-Browser Compatibility: The application should function consistently across different web browsers.
- Device Compatibility: The application should work seamlessly on various devices, such as desktops, tablets, and smartphones.

Cost:

- Budget constraint: The overall cost of developing, deploying and maintaining the web application Should not exceed a specified budget.

Technical Requirements

Programming Languages:

Choose server-side and client-side languages for web development.

Web Frameworks:

Utilize frameworks to streamline and organize code.

Database Management System (DBMS):

Select a database system based on the application's data requirements.

Front-End Libraries and Frameworks:

Enhance UI development using frameworks.

Version Control:

Implement Git for efficient tracking and management of code changes.

Responsive Design:

Design UI to be responsive across devices using frameworks.

Security:

Ensure protection against vulnerabilities.

Performance Optimization:

Optimize performance by minimizing HTTP requests, optimizing images, and employing caching techniques.

Scalability:

Design for scalability, considering load balancing and distributed architecture.

Deployment:

Choose a hosting platform and set up a deployment process for efficient release.

Monitoring and Logging:

Implement tools for monitoring performance, detecting errors, and troubleshooting.

Documentation:

Maintain comprehensive code and API documentation for collaboration and future development.

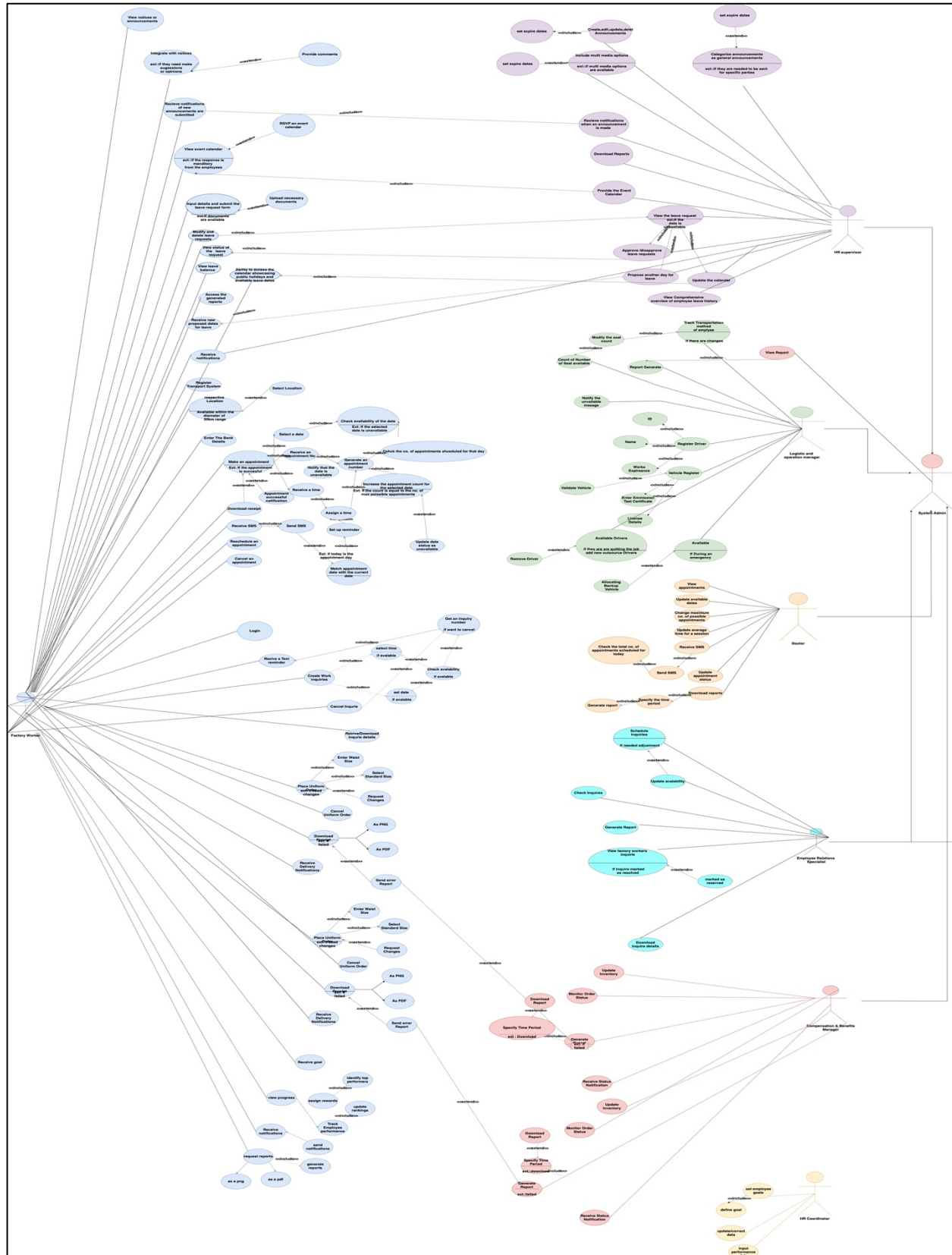
Backup and Recovery:

Implement regular backup and recovery procedures to prevent data loss.

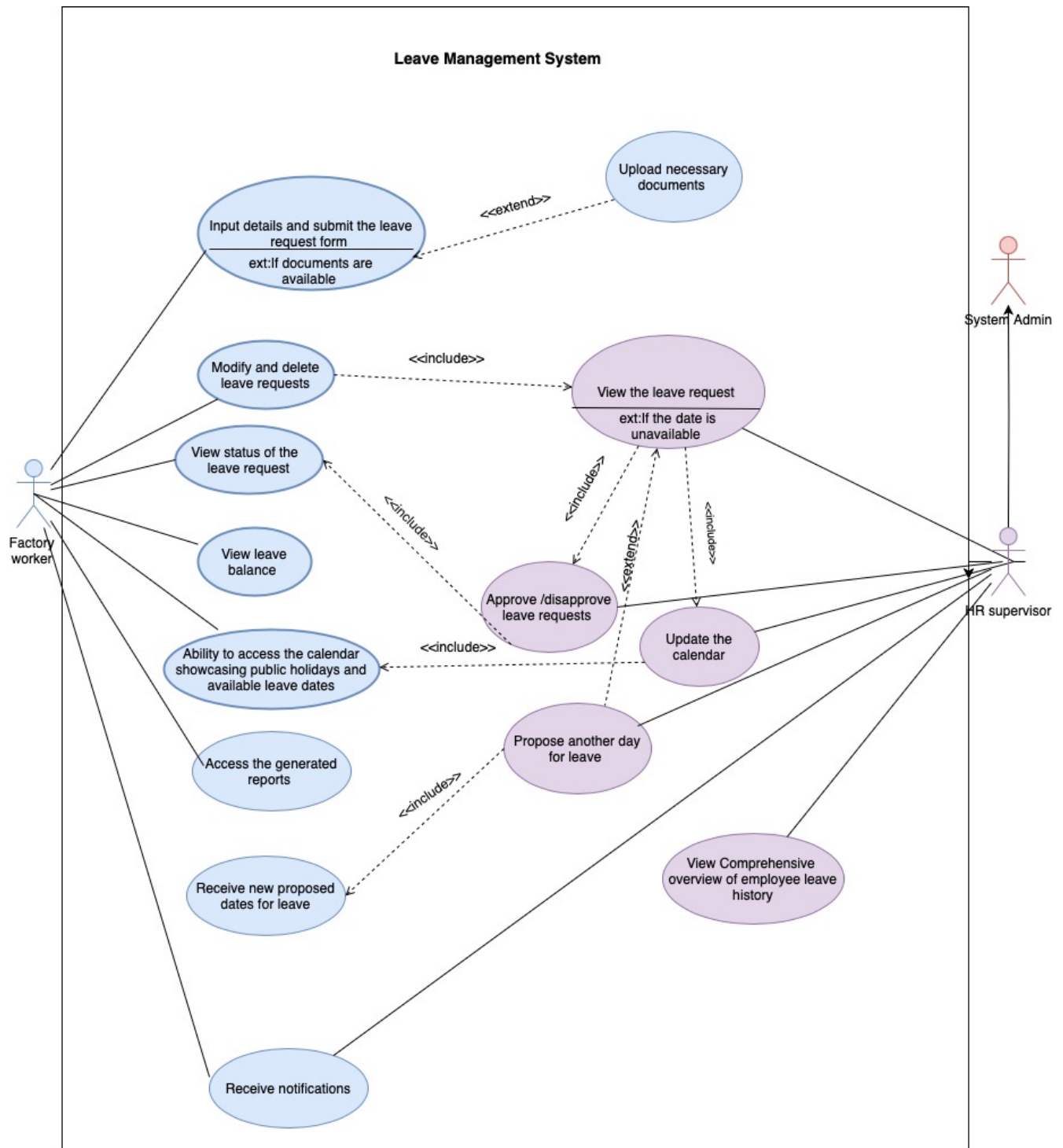
Cross-Browser Compatibility:

Ensure consistent functionality across various browsers and versions.

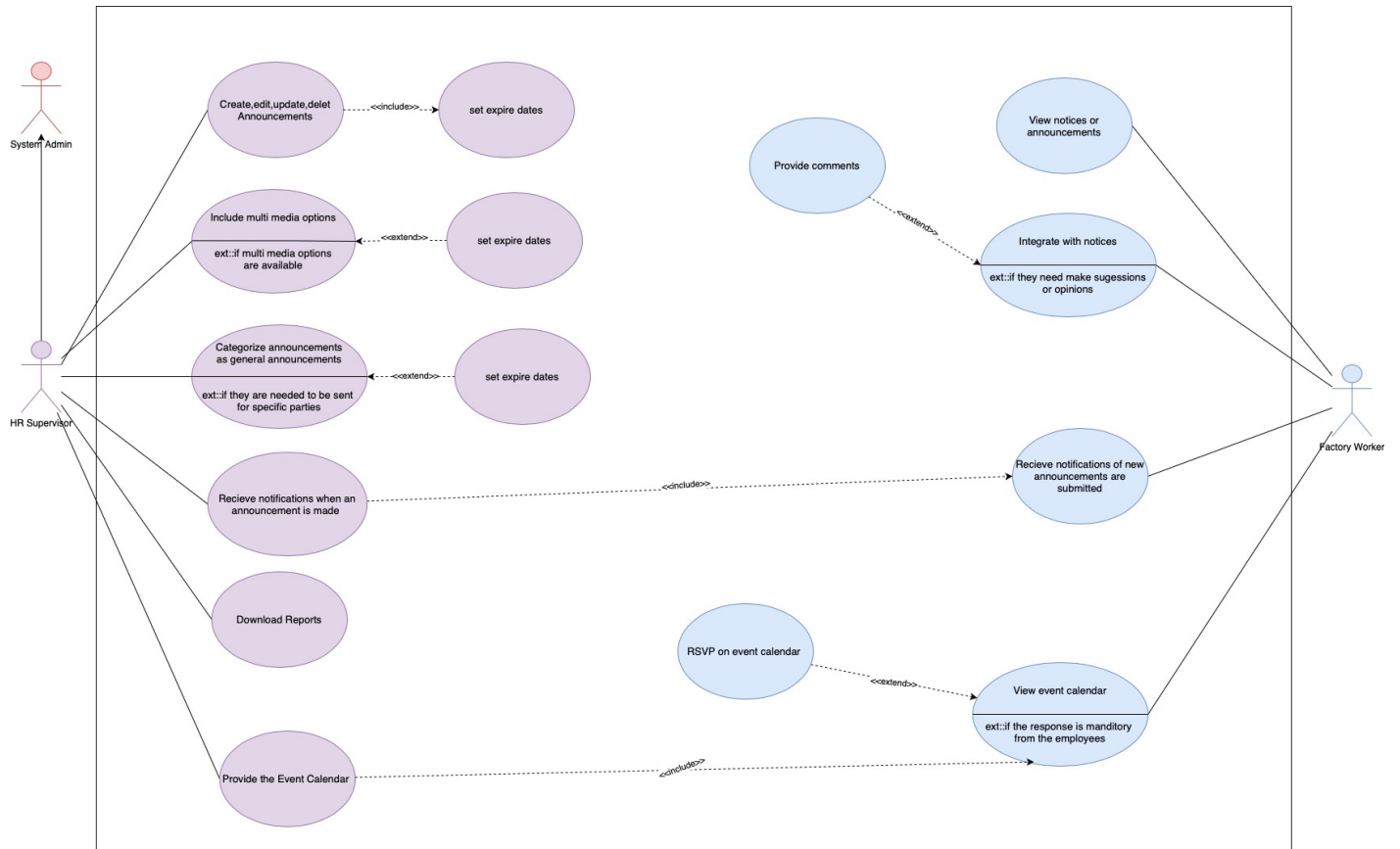
Use Case Diagrams



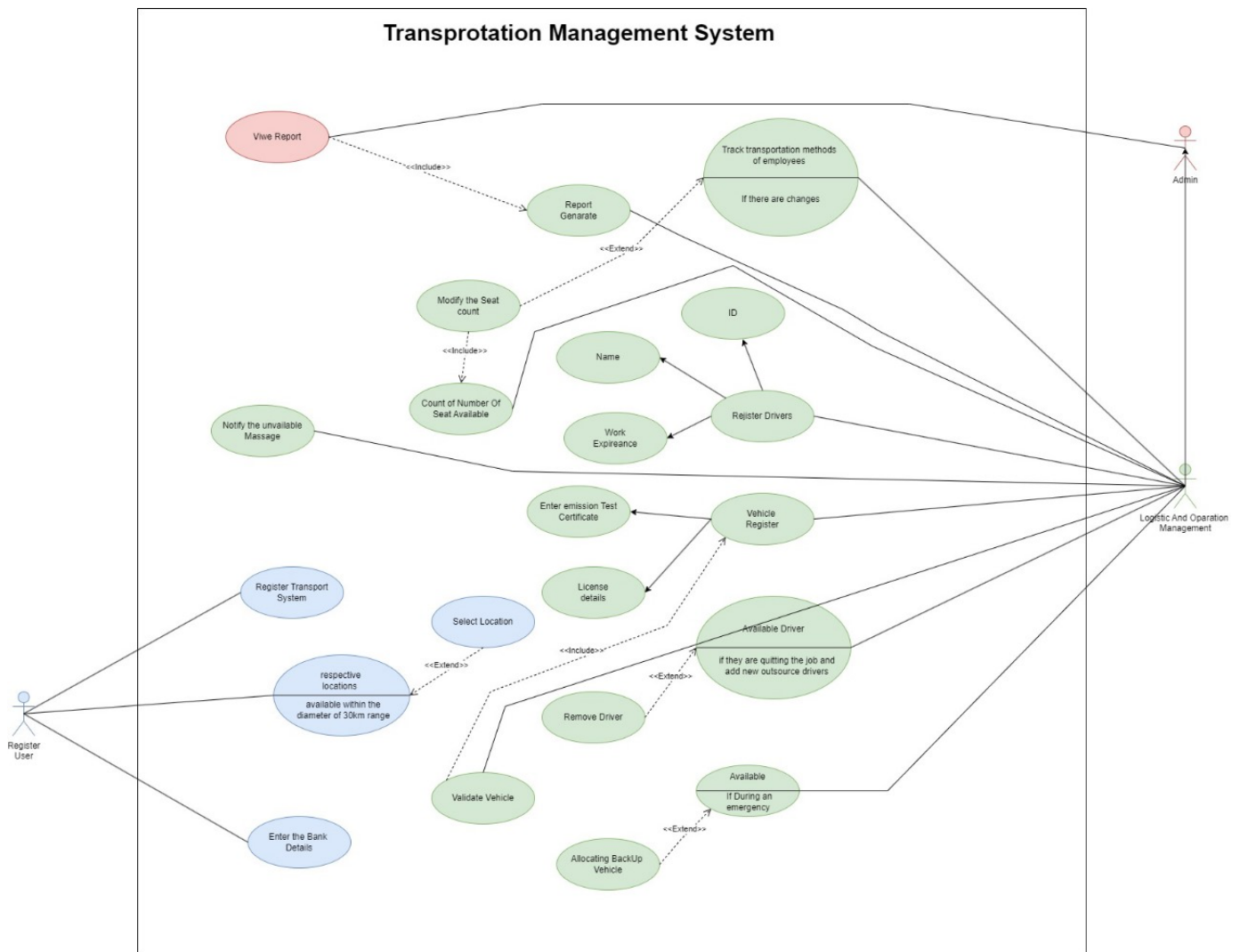
Leave Management



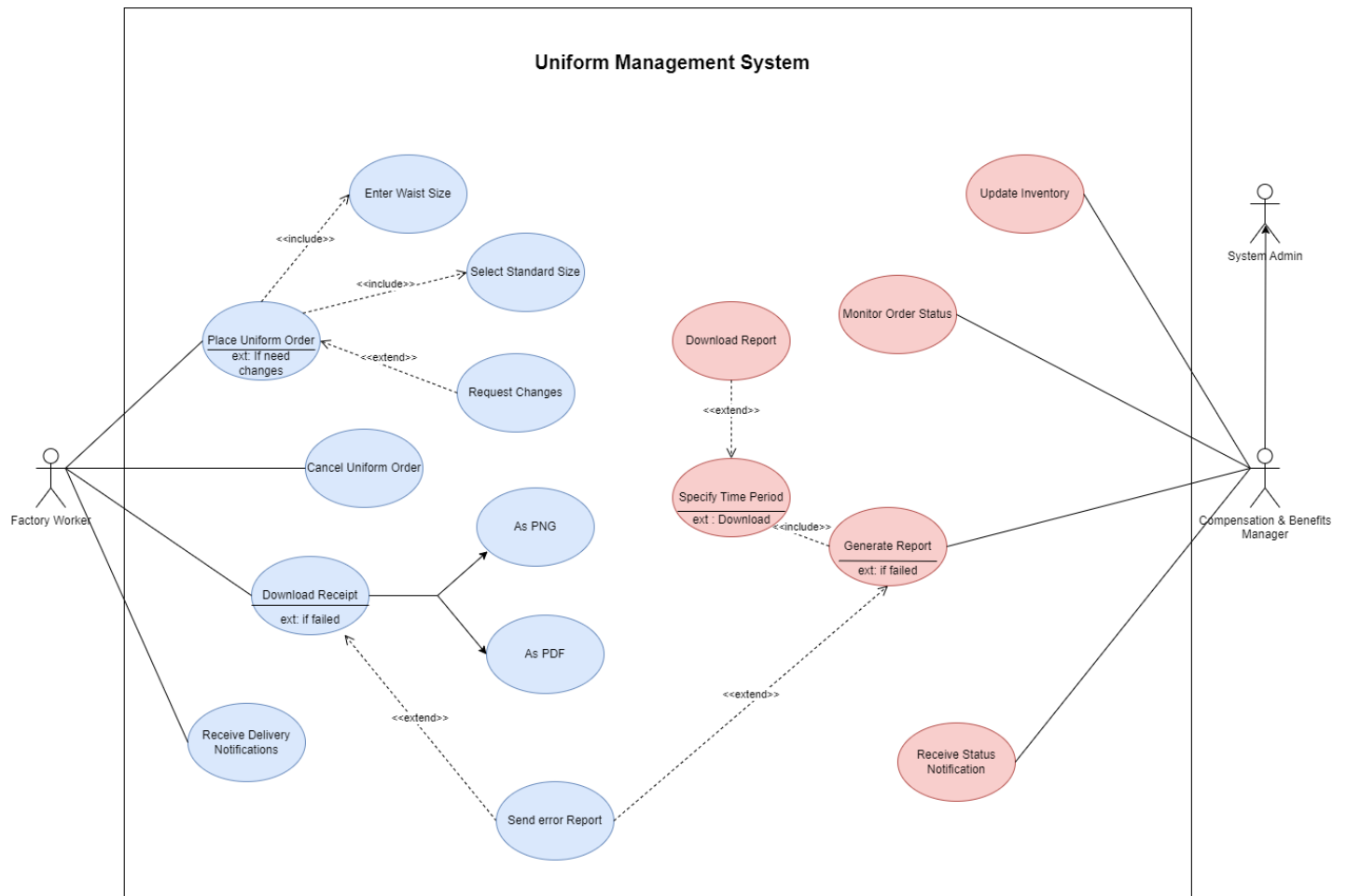
Announcements and notices management



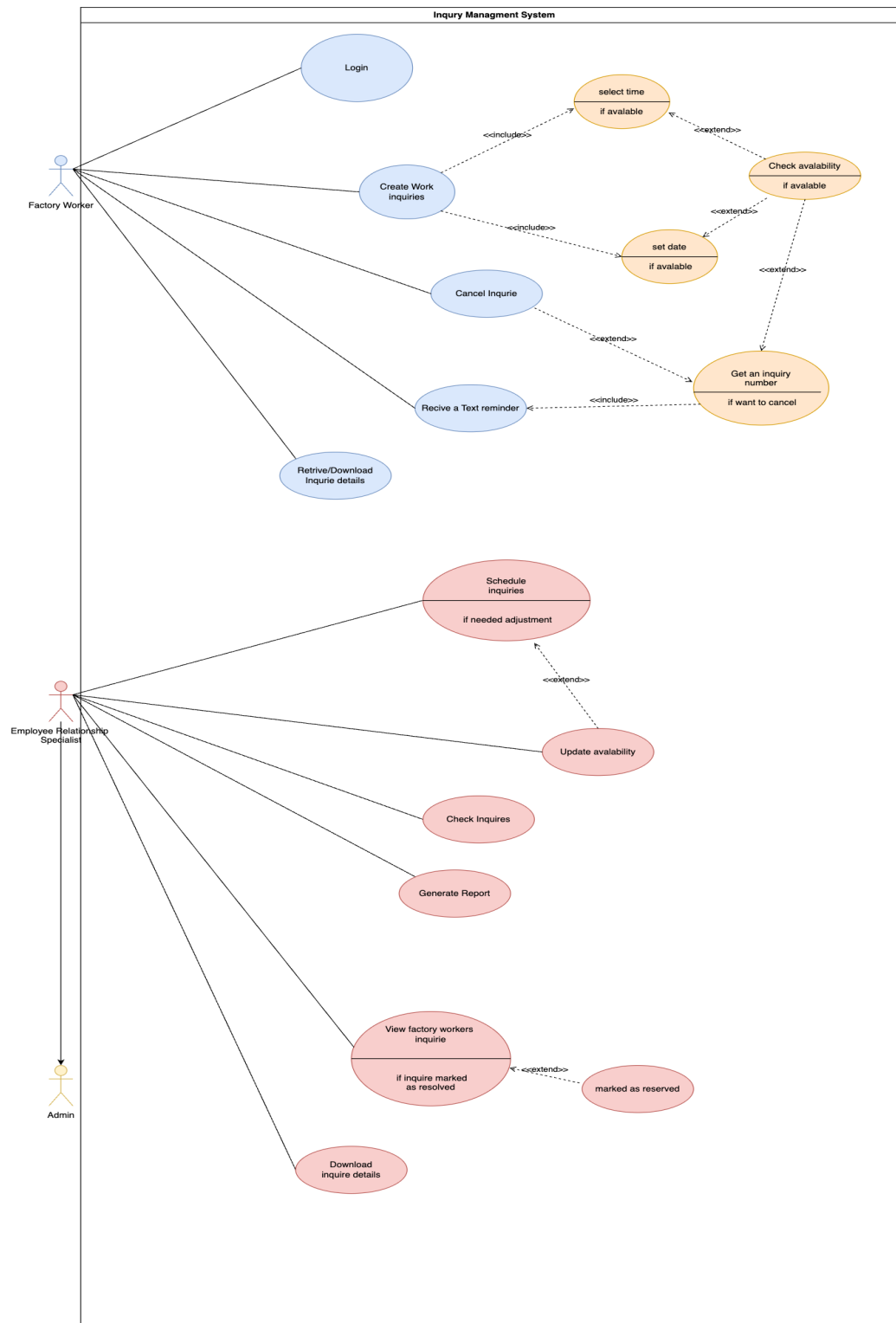
Transportation management



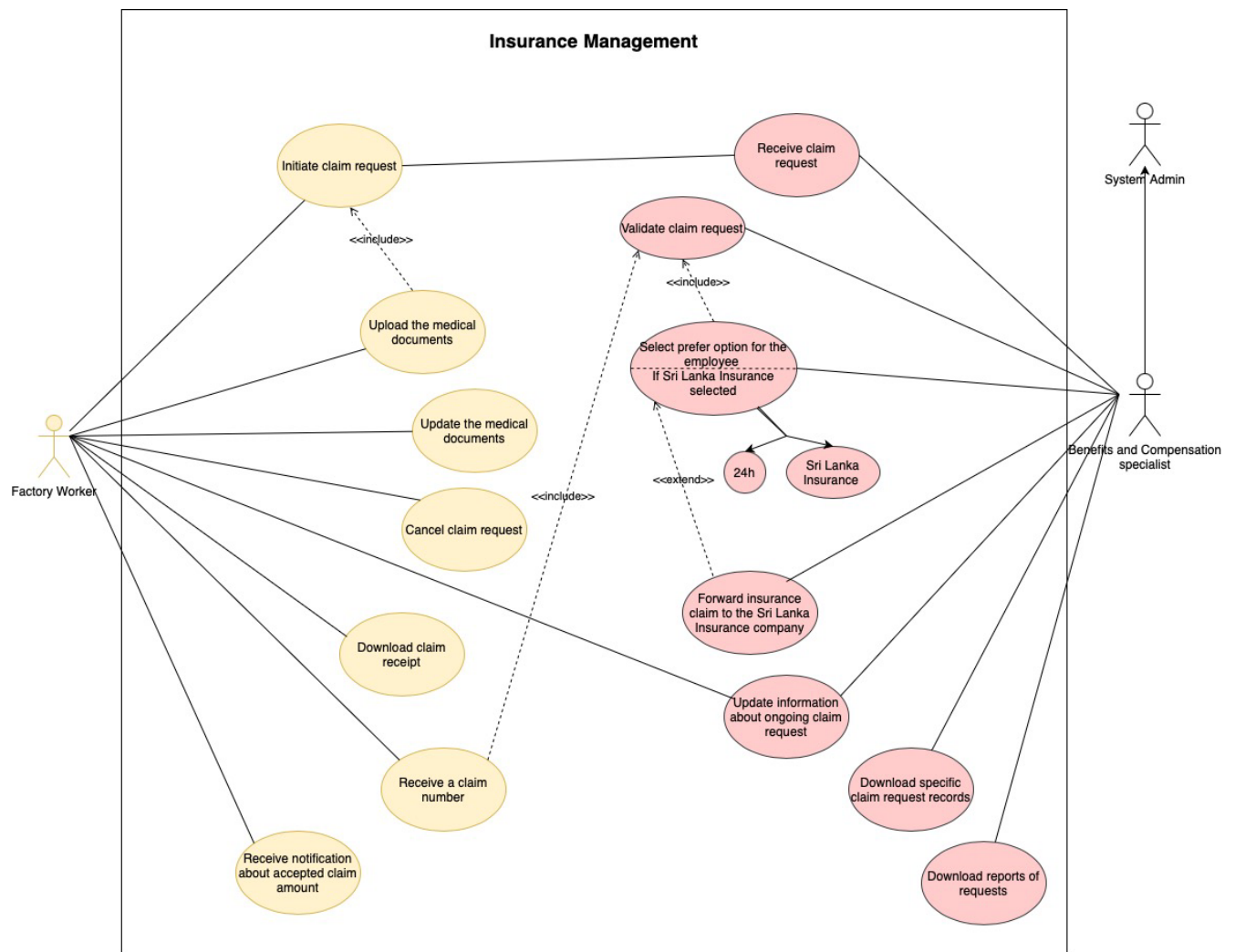
Uniform Management



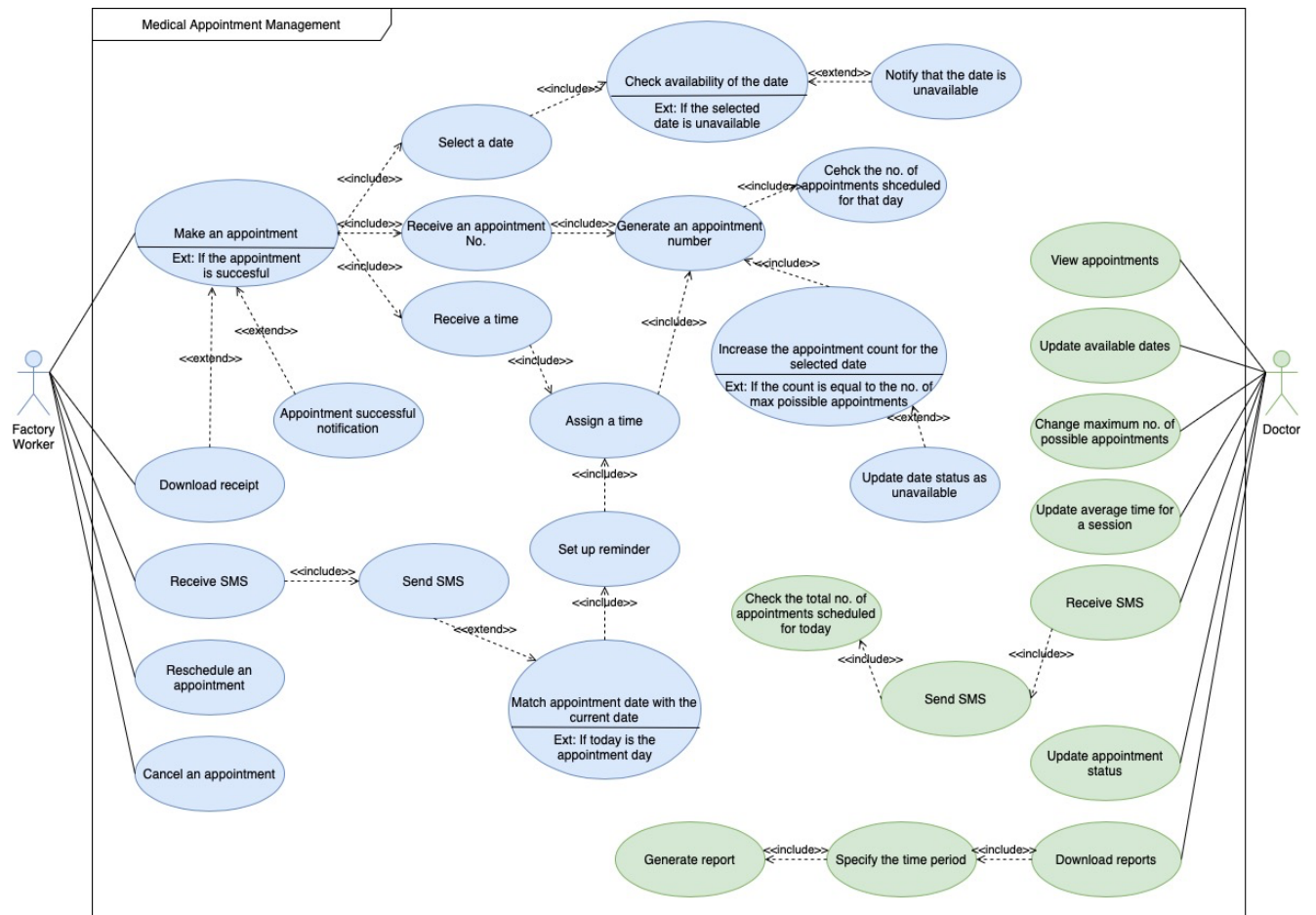
Inquiry Management



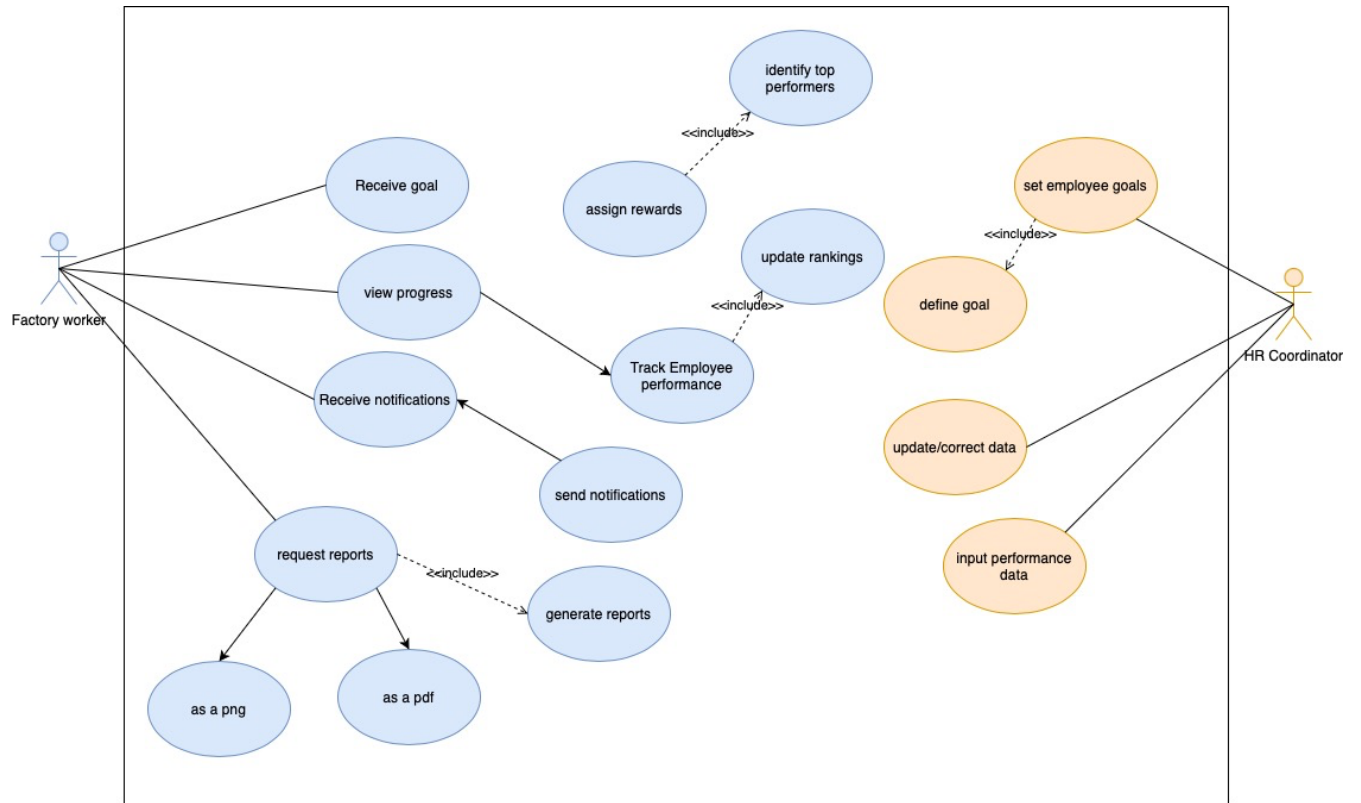
Insurance Management



Medical Appointment Management



Performance Management



Use case Scenarios

Leave Management

Name	Leave Management	
Summary	Submit leave the request form and getting approval /disapproval for the leave request.	
Priority	4	
Pre-conditions	Factory workers should be registered to the system by the admin.	
Post-conditions	Factory workers will be able to get the leave on the	
Primary Actors(s)	HR Supervisor, Factory Worker	
Trigger		
Main Scenario	Step	Action
	1	Log into the system as the factory worker.
	2	Visit the user dashboard
	3	User selects leave request submission portal
	4	Enter the necessary details and submit the leave request form.
	5	View number of leave requests available.
	6	View the status of the request submitted
	7	Access the calendar to view public holidays and available dates for leave submission
	8	Receive notifications
	9	Download reports on the leave history.
	10	Meanwhile the HR supervisor logs into the system .

	11	View the HR supervisor's dashboard
	12	Approve/disapprove the leave requests.
	13	Update the calendar which consists of available leave dates.
	14	Get a comprehensive overview of leave history .
Extensions	Step	Action
	4a	If any documents are needed to be submitted submit the necessary documents
	4b	If there is any error in the form the user can choose to modify or update the leave request form.
	8a	If the leave was not approved receive notifications for a different proposed date.
	12a	If the leave request was not accepted propose another day for leave
	12b	Edit the status of the request .
Open Issues	1	HR Supervisor should be registered to the system to carry out the process

Announcement and Notices Management

Name	Announcement and Notices Management	
Summary	Issue notices and announcements for relevant parties	
Priority	5	
Pre-conditions	HR Supervisor should be registered	
Post-conditions	The users get relevant announcements and notices	
Primary Actors(s)	HR Supervisor, Factory Worker	
Trigger		
Main Scenario	Step	Action
	1	Log into the system as the factory worker.
	2	Visit user dashboard
	3	User selects announcement and notices portal
	4	View the announcements.
	5	Provide comments if needed
	6	View Event Calendar
	7	Meanwhile HR supervisor logs into the system
	8	Visit the HR supervisor's dashboard
	9	Create, Edit, Update, Delete announcements
	10	Include multimedia options for notices
	11	Categorize announcements into general and specific

	12	Set expiration dates for announcements
	13	Download reports
Extensions	Step	Action
	4a	Search/Filter announcements according to user's priority or desire
	5a	If there are any mandatory responses, comment
	6a	If needed, response to an invitation (RSVP) on the responsive calendar
	10a	If there are any multimedia (videos, images) present, insert them for respective notices
	11a	If it is general, make it visible for every employer
	11b	Else (specific) make it visible for respective role/department
	12a	If the announcements reach the expiration date delete them
	12b	If not make other announcements above each other as a stack
Open Issues	1	HR Supervisor should be registered to the system to carry out the process

Transportation Management

Name	Transportation Management	
Summary	Lead the transportation system in a smart and systematic mechanism	
Priority	3	
Pre-conditions	The User must be a registered employee	
Post-conditions	The allocated fare will be deducted from the wage	
Primary Actors(s)	Factory Worker	
Trigger	The requirement of a transportation service to the user	
Main Scenario	Step	Action
	1	As a Logistic and Operational Manager drivers Are registered with essential details.
	2	Register the vehicles for each driver.
	3	Track transportation methods and routes of employees.
	4	Allocating additional drivers and vehicles in case of emergency.
	5	Register the employees for the transportation service.
	6	Select the routes covered within the 30km range.
	7	Allocate vehicles with the required facilities for each route.
	8	Validate and ensure vehicle condition.
	9	Enter the required bank details.
	10	Arrange the payment procedure. Extensions

	11	As Factory Employee proceed to user dashboard
	12	Click on transport Portal
	13	Enroll the Factory transport Service
Extensions	step	Action
	1a	Enter name, id and work experience.
	2a	Validate emission test certificate.
	2b	Validate license details.
	4a	If the registered drivers quit, replace with additional drivers.
	7a	Check seat count.
	7b	Check vehicle fuel consumption condition.

Employee Uniform Management

Name	Uniform Management	
Summary	Employee place order for new uniform	
Priority	3	
Pre-conditions	The employee must login to his/her account	
Post-conditions	Receive confirmation message	
Primary Actors(s)	Factory Worker, Compensation Manager	
Trigger		
Main Scenario	Step	Action
	1	Log into the system as a factory worker.
	2	Visit user dashboard
	3	User Select Uniform Management Portal
	4	System displays Uniform order form
	5	Employee enter waist size
	6	Employee select standard uniform size
	7	Employee reviews order details
	8	Employee clicks Place Order button
	9	Order details are recorded by the system
	10	System deliver order confirmation message
	11	Employee views order confirmation message
Extensions	1a	If login details are incorrect, systems prompts to re-enter login details

	5a	If waist size is out of range, system prompts to reenter a valid waist size
	7a	If the employee wishes to modify the order details, they can click on the "Edit" button to make changes to the form fields
	8a	If employee enter incomplete information, the system displays an error message prompting the employee to correct the errors and resubmit the form
	9a	If the submission fails due to technical issues, the system displays an error message informing the employee about the failure and advises them to try again later
Open Issues	1	At any point during the process, the employee may decide to cancel the uniform order. In this case, they can follow the "Cancel Uniform Order" use case scenario, which involves interacting with the system to cancel the order and receive confirmation of the cancellation

Inquiry Management

Name	Inquiry Management System	
Summary	Factory Workers submit inquiries, which are assigned unique numbers for tracking. supervisor receive, schedule, and resolve inquiries while updating their availability.	
Priority	4	
Pre-conditions	Factory Worker should log in to the system	
Post-conditions	Factory Worker should enter necessary details for the inquire	
Primary Actors(s)	Factory Worker, Employee Relation Specialist	
Trigger	When a Factory worker wants to make an inquire	
Main Scenario	Step	Action
	1	Log into the system as the factory worker.
	2	Visit user dashboard
	3	Create work inquiries
	4	Enters details such as inquiry type, description, and priority.
	5	Submits the inquiry.
	6	Employee Resource Supervisor logs into the system.
	7	Enters into the dashboard
	8	Views and manages incoming inquiries
	9	Schedules inquiries based on availability.
	10	Updates the status of inquiries as resolved or provides status updates.
	11	Adjusts availability based on workload
	12	Downloads specific inquiry records for further analysis.
	13	Generates reports on work inquiries.
Extensions	Step	Action

	4a	Factory Worker searches or filters announcements according to their priority or desire.
	10a	If Employee Resource Supervisor requires additional information for resolving an inquiry, they request it from the Factory Worker.
	11a	If it is general, make it visible for every employer
	12b	If not make other announcements above each other as a stack
Open Issues	1	Admins should be registered to the system to carry out the process

Insurance Management

Name	Insurance Management	
Summary	Employee claim insurance	
Priority	4	
Pre-conditions	The employee must have registered with the Insurance	
Post-conditions	Employees receive insurance money	
Primary Actors(s)	Factory worker, Benefits and compensation specialist	
Trigger		
Main Scenario	Step	Action
	1	Log into the system as a factory worker.
	2	Visit user dashboard
	3	User Select Insurance portal
	4	The user clicks the Initiate Claim request button
	5	Upload Medical documents
	6	If the medical documents are validated by the Benefits and compensation specialist, the system shows the alerts as "Claim Accepted".
	7	Receive a claim number
	8	The system shows the accepted claim amount.
	9	The system shows a summary of the claim request
	10	The user selects the "Edit document" button and edits the document then clicks "Ok"
	11	The user selects the "Cancel request" button and cancels the claim request

	12	The user selects the “Download claim receipt” and downloads the order report
	13	Benefits and compensation specialists receive a new claim request.
	14	Benefits and compensation specialists after validation of the claim request can click the “Approve” or “Reject” button
	15	The system displays an alert saying “24h Insurance or Sri Lanka Insurance”
	16	Benefits and compensation specialists select the method according to the claim request
	17	Benefits and compensation specialists select the “Generate Report” button and get the generated report of the claim request.
	18	Benefits and compensation specialists select the “Download report” button and download the reports
Extensions	7.a	If the medical document is not valid, the system will show an alert saying “Invalid Documents please select the right one”
	7.b	The user uploads the correct documents
	14.a	Benefits and compensation specialists select the Reject button. Then the user is notified through the notification with a message saying “Rejected”.
	16.a	Benefits and compensation specialists select 24h insurance and the system notify the user about the claim request
	16.b	Benefits and compensation specialists select Sri Lanka Insurance and forward the claim request with the document to the Sri Lanka Insurance company

Medical Appointment Management

Name	Medical appointment management	
Summary	Make an appointment with the on-premises doctor	
Priority	4	
Pre-conditions	User should log into the system	
Post-conditions	User receives an appointment reminder	
Primary Actors(s)	Factory worker, Doctor	
Trigger		
Main Scenario	Step	Action
	1	Log into the system as the factory worker.
	2	Visit user dashboard
	3	User selects the medical appointments option
	4	User selects an available date
	5	System generates an appointment number and a time
	6	System increments the appointment count for the selected day
	7	User receives the appointment number and the time
	8	System set up a SMS reminder for the appointment day
	9	User receives an appointment successful notification
	10	System checks scheduled appointments for the current date
	11	System sends an SMS reminder with appointment information to user's registered mobile number

Extensions	step	Action
	4a	If the user selects an unavailable date, notify that the date cannot be selected
	6a	If appointment count is equal to the maximum number of possible appointments for a day, update that date's status as unavailable
	11a	User reschedules the appointment
	11b	User cancels the appointment
Open Issues		

Employee Performance Management

Name	Employee performance management	
Summary	Employees view their performance summary	
Priority	4	
Pre-conditions	Employee must be logged in to system	
Post-conditions	The users get relevant performance details	
Primary Actors(s)	HR coordinator, Factory Worker	
Trigger		
Main Scenario	Step	Action
	1	Log into the system as the factory worker.
	2	Visit user dashboard
	3	User selects Performance tab
	4	View the highest ranking Factory Workers
	5	Select a Factory Worker
	6	View their performance
	7	Request a report as a pdf
	8	Meanwhile HR coordinator logs into the system
	9	Enters in to the HR coordinator's dashboard
	10	Insert, Update, Delete performance records
	11	System update rankings

	12	System assigns rewards
Extensions	step	Action
	5a	Select their own profile
	7a	Request a report as a png
Open Issues	1	HR coordinator should be registered to the system to carry out the process