HR Staff Portal

Specification

*Draft* Version 0.1

Document Control

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| Product | HR Staff Portal |
| Support | Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) |
| Developer | Benjamin Gross |
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Approvals and Signoff

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Approvals Panel

The Approver signatures signify that this document has been reviewed and satisfies the project governance, business and system needs.

Document Title: HR Staff Portal

Year: 2023

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**4 - Functional Requirements**

4 .1 User Requirements

User requirements describe the business need and what users want from the system. These have been detailed in the tables below per process, user and priority.

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| --- | --- |
| Requirements list & Priority Key | |
| **Priority #** | **Description** |
| 1 | These requirements are urgent and important; a critical feature which must be included in the product. |
| 2 | An important feature, but not absolutely required for Go Live |
| 3 | A nice feature to have if there are resources but the product functions well without it. |

4 .1.1 Employee Creation

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| --- | --- | --- |
| Employee creation | | Priority |
| **As a HR Officer, I want to be able to:** | |  |
| FR1.1 | Search for existing employees using one or more employee details. | 1 |
| FR1.2 | Easily configure additional facility information to customize the Portal. | 1 |

**5 – Informational Requirements**

The introduction of HR Staff Portal allows the management of HR and Reporting. The use of HR information will enable to produce and share reports on employee data. To this end, the HR Staff Portal is required to provide at least the following types of reporting:

* Generate reports from employee data;
* Generate aggregate reports for submission to MoH and other consumers.

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| --- | --- |
| Req # Purpose / Description | |
| IR1 | System must allow the electronic generation of HR reports, including Statistics. |
| IR2 | System must allow the export of data to an Excel file. |

**6 - Non-Functional Requirements**

Performance and Capacity Requirements

This section of the document describes the non-functional Requirements. Non-functional requirements include aspects of the system that usually relate to quality or qualitative requirements e.g. availability, performance, configurability, encryption etc.

6 .1 Performance and Capacity Requirements

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| Req # Purpose / Description | |
| NFR 1 | The system should be designed to store a minimum of 2,000 Employee records. |
| NFR 2 | The system should be designed to store all needed employee data. |

6 .2 Security Requirements

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| --- | --- |
| Req # Purpose / Description | |
| NFR 3 | A User identity and associated password shall be used to access the system. |
| NFR 4 | Passwords shall never be shown on the computer screen, on printed reports or in back-up media. |
| NFR 5 | The system shall not initiate any activities before the user has been authenticated. |

6 .3 Accountability

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| --- | --- |
| Req # Purpose / Description | |
| NFR 6 | The system shall be able to display for authorised users a list of users and their current privileges. |
| NFR 7 | The system shall be able to record for each log-on and log-off event - the date & time, the user identifier. |
| NFR 8 | The system should be able to record for auditing processes each system event – add/update/delete record – and the user who performed it. |

6 .4 Data Integrity Requirements

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| --- | --- |
| Req # Purpose / Description | |
| NFR 9 | The system shall, where appropriate, validate input using check digits, range and limit checks, serial number checks, data format and compatibility checks. |
| NFR 10 | The system shall have facilities for providing back-up copies on a regular defined basis of the data files. |
| NFR 11 | Where Database Management Systems are used the system should facilitate the maintenance of the integrity of the data by: |
| NFR 11.1 | Storing and validating data input. |

6 .5 User Interface

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| --- | --- |
| Req # Purpose / Description | |
| NFR 12 | The system shall be developed within an intuitive graphical user interface (GUI). |
| NFR 13 | The system shall have a consistent look and feel and logical navigation. |
| NFR 14 | The system shall provide Information, error and warning messages that are useful and informative. |
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6 .6 Technology Requirements

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| --- | --- |
| Req # Purpose / Description | |
| NFR 15 | The system shall operate on a current version of the operating system: |
| NFR 15.1 | The operating system shall be configured to the highest security aspects. |
| NFR 15.2 | The operating system should have a multiuser login with different user rights. |
|  |  |

6 .7 System Configurability

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| --- | --- |
| Req # Purpose / Description | |
| NFR 16 | The user can customize the system: |
| NFR 16.1 | The systems CI should be customizable. |
| NFR 16.2 | The system contact addresses should be customizable. |
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