

Project Requirement Analysis Phase

Solution Requirements (Functional & Non-functional)

Date	24 June 2025
Team ID	LTVIP2025TMID29797
Project Name	Workforce Administration Solution(dev)
Maximum Marks	4 Marks

Functional Requirements of the Proposed Workforce Administration Solution

#	Functional Requirement	Description
1	Employee Registration and Profile Management	Allow HR to create, update, and manage employee records including personal, job, and contact info.
2	Leave Management System	Enable employees to apply for leave and managers to approve/reject requests via automated workflows.
3	Performance Management	Track employee goals, KPIs, reviews, and feedback within the system.
4	Attendance and Time Tracking	Integrate time-in/time-out tracking and generate attendance reports.
5	Employee Self-Service Portal	Provide employees with access to update personal info, view leave balance, and submit service requests.
6	Task and Workflow Automation	Automate routine HR processes like onboarding, offboarding, and document approvals.
7	Notifications and Alerts	Trigger email/SMS notifications for approvals, document expiry, birthdays, and compliance alerts.
8	Document Management	Store, retrieve, and manage HR documents such as offer letters, ID proofs, and contracts.
9	Compliance and Audit Tracking	Monitor document validity, policy acknowledgment, and maintain audit logs.
10	Role-Based Access Control	Ensure users can only access features and data based on their role (HR, Manager, Employee).
11	Dashboard and Reporting	Provide HR and leadership teams with real-time dashboards and exportable reports.
12	Integration with External Systems	Integrate with payroll, ERP, and third-party HR systems using APIs or MuleSoft.

 Non-Functional Requirements of the Proposed Workforce Administration Solution

#	Non-Functional Requirement	Description
1	Performance	The system must handle at least 500 concurrent users without degradation in response time.
2	Scalability	The solution should be scalable to support future workforce expansion and additional modules.
3	Availability	The system should maintain 99.9% uptime to ensure HR operations are uninterrupted.
4	Reliability	The application must reliably perform HR tasks with minimal system crashes or failures.
5	Security	The system must support role-based access control, encryption of sensitive data, and comply with GDPR and local labor laws.
6	Maintainability	The application should be easy to update or modify with minimal downtime or disruption.
7	Usability	The interface should be intuitive and accessible for users with minimal training (HR, managers, employees).
8	Backup and Recovery	The system must perform automated daily backups and support data recovery within 2 hours of failure.
9	Response Time	All user actions (e.g., form submission, dashboard loading) should respond within 2 seconds.
10	Auditability	All user actions and system changes should be logged for audit and compliance purposes.
11	Browser and Device Compatibility	The system must function seamlessly on all modern browsers and be mobile-responsive.
12	Integration Compatibility	The system must support secure integration with third-party systems (payroll, ERP) via APIs.

SUMMARY:

The proposed Workforce Administration Solution will deliver comprehensive HR functionality including employee profile management, leave and attendance tracking, performance evaluations, self-service portals, automated workflows, compliance monitoring, and real-time reporting dashboards. It will support seamless integration with external systems such as payroll and ERP to ensure data consistency across departments. The system must be easy to maintain, offer role-based access, ensure GDPR compliance, support multi-device and browser access, and include audit trails and automated backups to guarantee data integrity and operational continuity.