

CANVAS DO PRODUTO – GESTÃO ÁGIL DE PROJETOS (SCRUM)

Product Name:

Harmony Resources

Product Vision:

The HR product aims to facilitate the inner workings of a company, serving as a bridge between multiple branches of the company and increasing employee satisfaction.

Personas:

HR Manager - The average user for this persona typically falls between the ages of 35 and 45, with a solid 8 to 15 years of experience in HR roles. They are adept at using technology on average and should be able to navigate the HR system with moderate ease. Most likely the most important user in the system due to their high volume of important responsibilities.

Employee – The typical employee is likely in their late 20s to early 40s, with a background in computer science or a related field. They excel in software development, possessing advanced skills in computer related tasks. Communication is essential for this user and its work.

Training Coordinator – the typical training coordinator would likely be in their 20s to old 40s with strong organization skills. Communication is key as they work closely with employees and track training progress, fostering a positive learning environment.

How Personas interact with the system:

HR Manager - responsible for managing employee data, processing payrolls, overseeing performance reviews and taking care of employee HR requests.

Employee – The average user, employees within the organization who will interact with the system on a daily basis. They use the system to update information, make time off requests, access training materials, and exchange messages with their coworkers and HR.

Training Coordinator - User responsible for managing training within the organization. They'll use the system to schedule training sessions, signing up employees for training and tracking employee participation and progress.

Epics:

1. The beginning:
Develop an intuitive system for managing employee records and data.

2. The Following:
Implement features that'll allow employees to create request, and ensure they're safely saved.

3. The Employee:
Implement an automated onboarding system that detects new employees and provides necessary info.

4. The employee in training:
Develop training administration system that enables authorized users to manage training related affairs.

Design:

The app should be easy on the eyes, taking advantage of a white and blue color scheme. All the functionalities of the system should be acessable to the user through a sidebar menu in cascade style.

External constraints:

Compliance with regulatory authorities like Autoridade para as condições do trabalho and Comissão nacional de proteção de dados.

Complying with the project budget and deadline afforded to the team.

User Stories:

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HR :

User Story 1 (HR): Employee Record Management

"As an HR manager, I want a user-friendly interface to add and manage employee records, ensuring ease of use and accuracy."

User Story 2(HR) :

" As an HR employee, I want to be able to acces employee requests without much hassle and be able to revisit them at any point in time "

User Story 3 (HR) :

" As HR manager I would like to be able to have access to various reports, from turn over rates, to employee polling "

User Story 4 (HR) :

" As an HR employee I would like to have access to a user friendly interface that allows me to message non HR employees whenever necessary "

User Story 5 (HR):

" As an HR employee I would like to be informed if there are ever problems with employee documentation "

User Story 6 (HR):

" As an HR employee I want the system to provide the onboarding process by giving new employees access to relevant documents, forms, and training materials through the application interface."

User story 7 (HR) :

" As an HR manager, I want the employee record management system to integrate seamlessly with the performance management system, allowing me to track performance evaluations, and develop plans within employee records."

User story 8 (HR):

"As an HR manager, I would like the system to include features for recognizing and rewarding employee achievements, such as performance awards, certificates, or badges, to foster a good work culture."

User Story 9 (HR): Leave Management

"As an HR manager, I want the system to facilitate leave management by allowing employees to request time off, tracking accrued leave balances, and managing leave approvals and scheduling within the employee record management interface."

User Story 10 (HR) :

"As an HR manager, I want the system to include features for collecting employee feedback and conducting surveys to gauge employee satisfaction."

Employee :

User Story 1(Employee):

"As an employee, I want to be able to update my personal information, such as contact details and emergency contacts, through the system, ensuring that records are accurate and up-to-date."

User Story 2 (Employee) :

" As an employee, I would like to easily be able to access payroll information including pay stubs, tax documents, and direct deposit details, through the system, providing transparency and convenience for managing my finances."

User Story 3 (Employee) :

"As an employee, I want to submit requests for time off, through the system, providing necessary details such as dates, documents (in case of sick leaves) and reasons, and tracking the status of my requests."

User Story 4 (Employee):

"As an employee, I want to provide feedback on my performance, goals, and development plans through the system, facilitating ongoing communication with my manager and supporting performance improvement."

User Story 5 (Employee):

"As an employee, I want to access my performance reviews, including feedback from my manager and self-assessment ratings, through the system, promoting transparency and accountability in the performance management process."

User Story 6 (Employee) :

" As an Employee I would like to have access to an intuitive messaging interface so I can message my colleagues and HR if necessary. "

User Story 7 (Employee) :

" As an employee, I would like to have access to my own attendance reports in order to ensure there are no mismatches with reality "

User Story 8 (Employee) :

" As an employee I would like to have access to former requests I have performed to the HR department "

Training Coordinator :

User Story 1:

"As a Training Coordinator, I want to create training sessions through the system, specifying details such as title, description, date, time, location, and instructor, to facilitate the scheduling and organization of training events."

User Story 2:

"As a Training Coordinator, I want to manage training resources (e.g., materials, equipment, facilities) through the system, ensuring availability and allocation for scheduled training sessions and events."

User Story 3: Enrolling Participants

"As a Training Coordinator, I want to enroll participants in training sessions through the system, inviting employees, tracking registrations, and managing attendance lists to ensure adequate participation and resource planning."

User Story 4:

"As a Training Coordinator, I want to track the progress of participants in training sessions, monitoring attendance, completion rates, assessment scores, and feedback through the system, to assess training effectiveness and address any issues."

User Story 5:

"As a Training Coordinator, I want to collect feedback from participants on training sessions and instructors through the system, using surveys, evaluations, or assessments, to gauge satisfaction levels and identify areas for improvement."