ID	Owners	Category	Requirements
PCA-1	Cece,Vince	PCA	**Users with the proper permissions must be able to manually enter PCA codes in a form that meets DHW standards.**
PCA-2	Marti, Vince	PCA	**Users with proper permissions must be able to manually tie work effort(s) to valid PCA.**
PCA-3	Marti	PCA	**The system must provide a mechanism for time bounding PCA codes - with the ability to "deactivate" a code prematurely and an open "end" date.**
PCA-5	Julie, Steve, Fiona	PCA	**Must maintain an audit trail (history of changes - people, projects, and PCAs).**
PCA-6	Marti	PCA	**The system must provide a mechanism for preventing time to be allocated to expired PCA codes.**
PCA-7	Marti	PCA	**The system must allow multiple PCA to be assigned to a work effort, over the life of the effort/project.**
PCA-8	Marti	PCA	**Must be able to assign one or more PCA codes to work effort (split % allocation across multiple PCAs which can change during life of work effort)**
PCA-9	Julie	PCA	**Must allow work to be assigned to other entities outside DHW**
PCA-10	Julie	PCA	**Must allow work to be associated with multiple divisions or the enterprise.**
DAT-1	Fiona, Penny	Data	**The system shall track date specific vendor and employee/contractor information**
DAT-2	Vince	Data	**The system shall allow for some description of work or project to be entered and attached.**
DAT-3	Julie	Data	**The system shall be consistent with I-Time data**
DAT-4	Steve	Data	**The system shall provide a means to replicate last week's assignments (repeating tasks can auto fill)**
DAT-5	Cece	Data	**The system must have a method that allows staff to create work effort, and self-assign**
DAT-6	Michael, Cece	Data	**Must be able to track work effort for resources, depending upon their assignment, that are either cost allocated or not cost allocated.**
DAT-7	Marti	Data	**Must be able to break time out by time codes for work efforts, such as Vacation, Sick, LWOP, (match I-Time data since this is the system of record)**
DAT-8	Cece	Data	**Users shall have the ability to close tasks and activities on their timesheet, and reopen if needed.**
DAT-9	Eileen, Diana,	Data	**The system shall provide some mechanism (configurable dropdown) for grouping of business, program, and function of work.**
DAT-10	Julie	Data	**Audit trail data shall include the information that was updated, modified/deleted, date created, and by whom for each item determined to be auditable.**
DAT-11	Julie	Data	**Data for staff and projects shall include the ability to store links and attachments**

DAT-12	Julie	Data	**The system must allow for future time entry**
DAT-13	Cece, Eileen, Diana	Data	**Must prevent work efforts to exist in the system unless they are tied to a PCA code.**
REP-1	Diana, Vince, Michael	Reporting	**All data for reporting shall be extracted via external source (EDW. Excel, etc.).**
REP-2	Julie	Reporting	**Must allow users to create a view of their I-Time timesheet.**
REP-3	Diana, Vince, Michael	Reporting	**Reports must be real-time, reliable, and accurate. Includes exports to csv, Excel.**
VEW-1	Marti	View	**Must have a sort and group function that allows work effort to be grouped by application, division, manager, etc.**
VEW-2	Diana, Eileen	View	**The system must allow a user the ability to create a custom view of the data.**
VEW-4	Julie,	View	**Must allow users to easily size windows**
VEW-5	Cece, Eileen	View	**Must be able to limit view of information presented to user to what is pertinant to that user's role.**
VEW-6	Eileen, Steve	View	**The system shall provide search/find functionality to locate work efforts, with minimal amount of navigation (task actions<=4 clicks/pages/dialogs)**
SEC-1	Steve, Brad	Security	**Must authenticate to Active Directory**
SEC-2	Mike W.	Security	**Must have a role-based permissions security.**
SEC-3	Cece	Security	**The system shall allow for automated closure of time periods for PCA and work efforts, with administrator ability to manually reopen & close for edit & approval**
NAV-1	Marti, Monty	Navigation	**The system must allow each user the ability to navigate easily by logic/functional areas, ie. Staff demographics, projects, work items/areas, time entry, etc.**
NAV-2	Steve	Navigation	**Must automatically display current week when entering timesheet data.**
WKF-1	Cece	Workflow	**Must have notifications (via email, context, …) triggered by certain events such as timesheet submittal, approvals, PCA expiration, …**
WKF-2	Eileen, Cece	Workflow	**Users with permissions, must have the abiltiy to approve TARS weekly submittals**

Comments
This provides the ability to correctly connect the PCA code(s) to work, and ensures we are correctly accounting for what costs are allocated to what work. Work can be project related, a maintenance activity, or a non-productive activity such as meeting time.
Codes need to have start and end dates assigned to them, and depending upon user permissions, those dates may or may not be editable. Do not mimic MS Projects start and end date functionality.
Maintain history - history must remain static, dates, time (hours) cannot change once booked(accounting term for in system).
In the case where a work effort is tied to more than one PCA, there needs to be some mechanism for determining how the work is partitioned between the two.
Provides a means of identifying between DHW and non-DHW contractor hours.
Provide some mechanism for tracking employment status and changes. For example, when a contractor is hired on as state staff, or changes vendors, TARS would allow that information to be entered and tracked.
Provide ability to describe the work effort in general terms.
Use the codes and logic from I-Time (see DAT-7 and REP-2)
For those staff/contractors that repeat most work efforts each week, having the ability to replicate the preceeding week saves data entry time.
Users would have the ability to create work effort, then assign themselves to that effort.
Need to understand data requirement for I-Time if the plan is to eventually interface with I-Time.
Need to be able to add/edit/delete values into those lists.
Related in part to DAT-2, in that it provides a means for capturing work and project information that describes the work effort.

Any user should be allowed to enter time against a work effort, in advance of the current week.
PCA codes and work efforts (tasks, …) are all time bounded in this system. To prevent inaccurate recording of time allocated to an effort, some automated process of preventing expired or deactivated objects should be developed.
Team sees no need to build in reporting in TARS, since we can generate reports with Business Objects, or other database connections.
I-time is a separate timesheet, into which users also enter time for payroll accounting.
Speaks to having a simplified database schema, one that allows external connections (ODBC, etc.) to easily connect and extract data for reporting purposes.
Users should be able to slice data, such as work effort by staff member over a date range.
This requirement is tied to VEW-2 in that it limits the range of customization of a view.
The number of clicks should be proportional to the frequency of the TARS tasks. In other words, TARS tasks that users frequently execute, should have the fewest navigation steps.
Would like to have the ability to create new roles, and assign permissions to that role. For example, an Administrator have rights to edit/delete PCA codes and users, while an Individual Contributor would not have those rights. Basic role set would include Administrator, Approver, and Worker.
Tied to DAT-13 in preventing work efforts and codes from lingering when they are no longer active. This is also an example of a permission element in the role-based security profile.
The current system auto-sends emails to notify users of their due timesheets, though the message is not tied to timesheet status (i.e. you get the mail even if your timesheet was submitted for that week).
Assumes ability to view other's timesheets based on your role permission. Rejected timesheets will provide notification to the submitter.