**Current Idaho TARS Requirements**

**PCA -1**

Users with the proper permissions must be able to manually enter PCA codes in a form that meets DHW standards.

*No Comments*

Status: **In Progress**

**PCA-2**

Users with proper permissions must be able to manually tie work effort(s) to valid PCA.

*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.*

Status: **In Progress**

**PCA-3**

The system must provide a mechanism for time bounding PCA codes - with the ability to "deactivate" a code prematurely and an open "end" date.

*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.*

Status: **In Progress**

**PCA-4**

Must maintain an audit trail (history of changes - people, projects, and PCAs).

*Maintain history - history must remain static, dates, time (hours) cannot change once booked(accounting term for in system).*

Status: **In Progress**

**PCA-5**

The system must provide a mechanism for preventing time to be allocated to expired PCA codes.

*No Comments*

Status: **In Progress**

**PCA-6**

The system must allow multiple PCA to be assigned to a work effort, over the life of the effort/project.

*No Comments*

Status: **In Progress**

**PCA-7**

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).

*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.*

Status: **In Progress**

**PCA-8**

Must allow work to be assigned to other entities outside DHW.

Provides a means of identifying between DHW and non-DHW contractor hours.

Status: **In Progress**

**PCA-9**

Must allow work to be associated with multiple divisions or the enterprise.

*No Comments*

Status: **In Progress**

**DATA-1**

The system shall track date specific vendor and employee/contractor information.

*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.*

Status: **In Progress**

**DATA-2**

The system shall allow for some description of work or project to be entered and attached.

*Provide ability to describe the work effort in general terms.*

Status: **In Progress**

**DATA-3**

The system shall be consistent with I-Time data.

*Use the codes and logic from I-Time (see DAT-7 and REP-2)*

**DATA-4**

The system shall provide a means to replicate last week's assignments (repeating tasks can auto fill)

*For those staff/contractors that repeat most work efforts each week, having the ability to replicate the preceeding week saves data entry time.*

Status: **In Progress**

**DATA-5**

The system must have a method that allows staff to create work effort, and self-assign

*Users would have the ability to create work effort, then assign themselves to that effort.*

Status: **In Progress**

**DATA-6**

Must be able to track work effort for resources, depending upon their assignment, that are either cost allocated or not cost allocated.

*No Comments*

Status: **In Progress**

**DATA-7**

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)

*Need to understand data requirement for I-Time if the plan is to eventually interface with I-Time.*

Status: **In Progress**

**DATA-8**

Users shall have the ability to close tasks and activities on their timesheet, and reopen if needed.

*No Comments*

Status: **In Progress**

**DATA-9**

The system shall provide some mechanism (configurable dropdown) for grouping of business, program, and function of work.

Need to be able to add/edit/delete values into those lists.

Status: **In Progress**

**DATA-10**

Audit trail data shall include the information that was updated, modified/deleted, date created, and by whom for each item determined to be auditable.

*No Comments.*

Status: **In Progress**

**DATA-11**

Data for staff and projects shall include the ability to store links and attachments

Related in part to DAT-2, in that it provides a means for capturing work and project information that describes the work effort.

Status: **In Progress**

**DATA-12**

The system must allow for future time entry

Any user should be allowed to enter time against a work effort, in advance of the current week.

Status: **In Progress**

**DATA-13**

Must prevent work efforts to exist in the system unless they are tied to a PCA code.

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.

Status: **In Progress**

**REP-1**

All data for reporting shall be extracted via external source (EDW. Excel, etc.).

Team sees no need to build in reporting in TARS, since we can generate reports with Business Objects, or other database connections.

Status: **In Progress**

**REP-2**

Must allow users to create a view of their I-Time timesheet.

I-time is a separate timesheet, into which users also enter time for payroll accounting.

Status: **In Progress**

**REP-3**

Reports must be real-time, reliable, and accurate. Includes exports to csv, Excel.

Speaks to having a simplified database schema, one that allows external connections (ODBC, etc.) to easily connect and extract data for reporting purposes.

Status: **In Progress**

**VIEW-1**

Must have a sort and group function that allows work effort to be grouped by application, division, manager, etc.

*No Comments*

Status: **In Progress**

**VIEW-2**

The system must allow a user the ability to create a custom view of the data.

Users should be able to slice data, such as work effort by staff member over a date range.

Status: **In Progress**

**VIEW-3**

Must allow users to easily size windows

*No Comments*

Status: **In Progress**

**VIEW-4**

Must be able to limit view of information presented to user to what is pertinant to that user's role.

This requirement is tied to VEW-2 in that it limits the range of customization of a view.

Status: **In Progress**

**VIEW-5**

The system shall provide search/find functionality to locate work efforts, with minimal amount of navigation (task actions<=4 clicks/pages/dialogs)

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.

Status: **In Progress**

**SEC-1**

Must authenticate to Active Directory

*No Comments*

Status: **In Progress**

**SEC-2**

Must have a role-based permissions security.

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.

Status: **In-Active**

**SEC-3**

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

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.

Status: **In Progress**

**NAV-1**

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.

*No Comments*

Status: **In Progress**

**NAV-2**

Must automatically display current week when entering timesheet data.

*No Comments*

Status: **In Progress**

**WKF-1**

Must have notifications (via email, context, …) triggered by certain events such as timesheet submittal, approvals, PCA expiration, etc.

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).

Status: **In Progress**

**WKF-2**

Users with permissions, must have the abiltiy to approve TARS weekly submittals

Assumes ability to view other's timesheets based on your role permission. Rejected timesheets will provide notification to the submitter.

Status: **In Progress**

**Idaho TARS Requirements Changelog**

10/2/2011

SEC-2 Moved to **Inactive.** Requirement satisfied in SEC-1.