Software Engineering (IT 314)
Lab 3
Grp 1 (Employee Management System)

User Stories :

A. Functional Requirements :

1)
Front of the card:
As an Employee, I want to check my attendance record, so that I can review my attendance history and decide upon my available leaves.

Back of the card:
Acceptance Criteria:
- User must be logged in and access the attendance record of only herself.
- The attendance record should be searchable and filterable, allowing the employee to quickly find the information they need.
- The system should provide a clear summary of the employee's attendance history, including total hours worked and any accrued time off.
- The attendance record should be secure and only accessible by the employee or authorized personnel.
- Should have enough leave balance.
- Leave cannot be applied for the previous month.
- Leave cannot be applied for Holiday.
- Leave cannot be applied twice for the same day.
- Leave cannot be applied for the day an employee has worked.

2)
Front of the card:

As an employee, I want to get my attendance marked, so that I do not have to do it manually.

Back of the card:

Acceptance criteria:
- Hardware support is required. Employees must mark attendance within the designated hours.
- The attendance record should be updated in real-time and should be accurate.
- The attendance record should be accessible to both the employee and the manager.
- The system should be secure, and only authorized personnel should have access to the attendance data.

3)
Front of the card : As an employee I want a platform in which leaves can be applied and approved so that I can be off from work without a salary deduction.

Back of the card :
- Should have enough leave balance.
- Leave cannot be applied for the previous month.
- Leave cannot be applied for Holiday.
- Leave cannot be applied twice for the same day.
- Leave cannot be applied for the day an employee has worked.

4)
Front of the card:

As an employee, I want to check my payroll status, so that I can be aware of salary status and rest assured.

Back-of-the-card:

Acceptance criteria:
- Users can view only their payroll information. Only the current payroll information is shown.
- The system should be able to display the current status of an employee's salary, including salary paid, salary due, and any pending payments.
- The payroll status should be updated in real-time and should be accurate.
- The payroll status should be accessible only to the employee and authorized personnel.

5)
Front of the card:
As a manager, I want to access employee profiles, so that I can get all the relevant information of the employee.

Back of the card:
Acceptance criteria:
- Employees must have to be connected with the system in order to get their information.T
- The employee profile feature should be available only to the managers and authorized personnel.
- The system should be able to display all the relevant information of the employee, including personal information, job title, department, reporting manager, and employment history.
- The employee profile should be up-to-date and accurate.

6)
Front of the card:
As a manager, I want to read all the pending leave requests, so that I can approve the required.

Back of the card:
Acceptance criteria:
- The system should be able to display all the pending leave requests, including the leave type, leave duration, and the employee who has requested the leave.
- The pending leave request list should be up-to-date and accurate.
- The system should be able to provide a history of leave requests and approvals for an employee.

7)

Front of the card:

As a manager, I want to access employee performance reports, so that it can be used in promotion cycle and project management.

Back-of-the-card:

Acceptance criteria:
- The employee performance report feature should be available only to the managers and authorized personnel.
- The system should be able to display all the relevant performance metrics of the employee, including their goals, achievements, strengths, areas of improvement, and feedback received.
- The employee performance report should be up-to-date and accurate.
- The system should be able to provide a history of employee performance reports.

8)

Front of the card:

As a manager, I want to update company profile information, so that it can be updated accordingly.

Back of the card:

Acceptance criteria:
- The system should allow managers to update company profile information, including company name, address, contact details, mission statement, and other relevant details.
- The system should be able to provide a history of changes made to the company profile information.
- The updated company profile information should be reflected in all relevant areas of the system.

9)

Front of the card :

As a manager I want to check expenses and allowances made by employees so that I can limit certain activities if needed.

Back of the card :

Acceptance criteria:
- First manager should be logged in with his credentials.
- Manager should have a proper internet connection.

- A dash board which views all the employees expenses and allowances, if claimed with the exact amount.
- Manager can access the documents applied while claiming the allowances.

10)

Front of the card :

As a manager, I want to be able to look up and have access to employee information quickly so that I can effectively manage onboarding, offboarding, and benefits enrollment processes.

Back of the card :

Acceptance criteria:
- All this information should be accessible to only authorized personnel
- A powerful search feature that enables me to look for workers by name, department, job title, or any other pertinent criteria in order to make this easier.
- The search results should be presented in a straightforward, well-organized way, with easy access to all pertinent data (such as contact information, work history, and performance reviews

11)

Front of the card:

As an IT administrator, I want to manage and create accounts of all the employees, so that no false information is fed about the employees and manipulate the data as required.

Back of the card:

Acceptance criteria:
- The system should allow the IT administrator to create new employee accounts and manage existing ones, including updating employee information, resetting passwords, and deactivating accounts as needed.
- The system should be able to provide a history of changes made to the employee accounts.
- The system should be secure, and only authorized personnel should have access to the employee account data.

B. Non functional Requirements :

1)
Front of the card : As a manager I want maximum uptime so that all the employees can access their records.
Back of the card :
- Employee should be logged in with his credentials.
- Employees should have proper internet connection.
- Load balancers are implemented for that.

2)
Front of the card : As a manager I want a reliable platform so that when an employee is logged in his account, no other can log in with his identity.
Back of the card :
- Platform is an end-to-end encrypted format of log in, which traces the IP address where the last login took place.

3)
Front of the card : As a manager I want maximum scalability so that employees can see their performances from their home also.
Back of the card :
- It requires 3 servers for running the system.

Product backlog

1. Collecting the user requirements and documenting them into SRS.
2. Develop the design and frontend UI of the product using Figma.
3. Develop the basic structure of the frontend in the system.
4. Build the core structure and table design of databases either MongoDB or PostgreSQL.
5. Utility to develop the login and signup page.
6. Utility to display the user information and profile to the user.
7. Utility to view attendance and leave related information.
8. Utility to mark the attendance [hardware and software]
9. Utility to generate the report of an employee.
10. Utility to view the payroll information.
11. Utility to view the current project and my manager option.
12. Utility to view the salary and allowances assigned and passed from the employee perspective.
13. Utility to approve and manage the allocation of funds from a manager perspective.
14. Utility to request the leave.
15. Utility to pass the requested leave from a manager perspective.
16. Perform required DEV for all the mentioned non-functional requirements.
17. Testing
18. Deployment
19. User feedback
20. Bug-fixing
21. Finish previous backlog

Sprint division

Sprint 1:
Time period : 2 weeks
Backlogs to work on:
1, 2

Sprint 2:
Time period : 2 weeks
Backlogs to work on:
21, 3, 4, 5, 6

Sprint 3:
Time period : 2 weeks
Backlogs to work on:
21, 7, 8, 9, 10, 11

Sprint 4:
Time period : 2 weeks
Backlogs to work on:
21, 12, 13, 14, 15

Sprint 5:
Time period : 2 weeks
Backlogs to work on:
21, 16, 17

Sprint 6:

Time period: 2 weeks

Backlogs to work on:

21, New added user requirements in any

Sprint 7:

Time period: 2 weeks

Backlogs to work on:

21, 18, 19, 20