

SOFTWARE REQUIREMENT SPECIFICATIONS

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PROJECT ID	19
PROBLEM STATEMENT	STAFF WORK LOG

1. INTRODUCTION:

1.1 PURPOSE:

The purpose of this document is to present a detailed description of the work log for staffs. It will explain the purpose and features of the system, the interfaces of the system, what the system will do, the constraints under which it must operate and how the system will react to external stimuli.

1.2 SCOPE OF THE PROJECT:

The scope of this project is to design and develop a work log system for college staffs that allows them to track their work hours, activities, and projects. The system will provide a user-friendly interface for staff to clock in and out, add work log entries, and view their work history. The system will also provide a management interface for HODs to view and manage work log entries for their staff.

2. SYSTEM OVERVIEW:

2.1 USERS

1. STAFF:

They have the ability to create and manage a detailed profile showcasing their description on their work, projects that are currently undergoing. Staff can clock in and out for each work session. They can add a description of the work they did during each session. They can view their own work log entries. Staff can edit their own work log entries (e.g. to add or correct information). Staff can

receive reminders to clock out if they forget. They can receive notifications when HOD adds comments or feedback to their work log entries.

2.HOD:

They have the ability to view the staff's work log also can push comments on the work of a staff. HOD can view all staff work log entries. HOD can filter work log entries by staff, date, or department. HOD can export work log entries to EXCEL or PDF. HOD can add comments or feedback to staff work log entries. They also have the ability to create and manage a detailed profile showcasing their description on their work, projects that are currently undergoing like staffs. They can accept tasks from Admin but cannot give tasks for admin.

3.ADMIN:

They have the ability to view the staff's and HOD's work log also can push comments on the work of a staff and HOD. They can view all staff and HOD's work log entries. Admin can filter work log entries by staff, date, or department. They can also export work log entries to EXCEL or PDF. They can add comments or feedback to staff and HOD's work log entries. They are top of the chain also they have all access to the data.

2.2 FEATURES:

- **Clock in\clock out:**

Staffs can clock in and out of work sessions, tracking the time spent on tasks and projects.

- **Work log Entries:**

Staff can add work log entries to describe the work they did during each session, including tasks, projects, and notes. Staff can view their own work history, including past work log entries and clocked hours. Staff can edit their own work log entries to correct or add information.

- **HOD Features:**

HODs can view work log entries for all staff members in their department. They can filter and search work log entries by staff, date, project, or task. They can add comments or feedback to staff work log

entries. They can export work log data to EXCEL or PDF for reporting and analysis. They can view a department dashboard to see an overview of staff work hours and productivity.

- **Admin Features:**

They have the ability to view the staff's and HOD's work log also can push comments on the work of a staff and HOD. They can view all staff and HOD's work log entries. Admin can filter work log entries by staff, date, or department. They can also export work log entries to EXCEL or PDF. They can add comments or feedback to staff and HOD's work log entries. They are top of the chain also they have all access to the data.

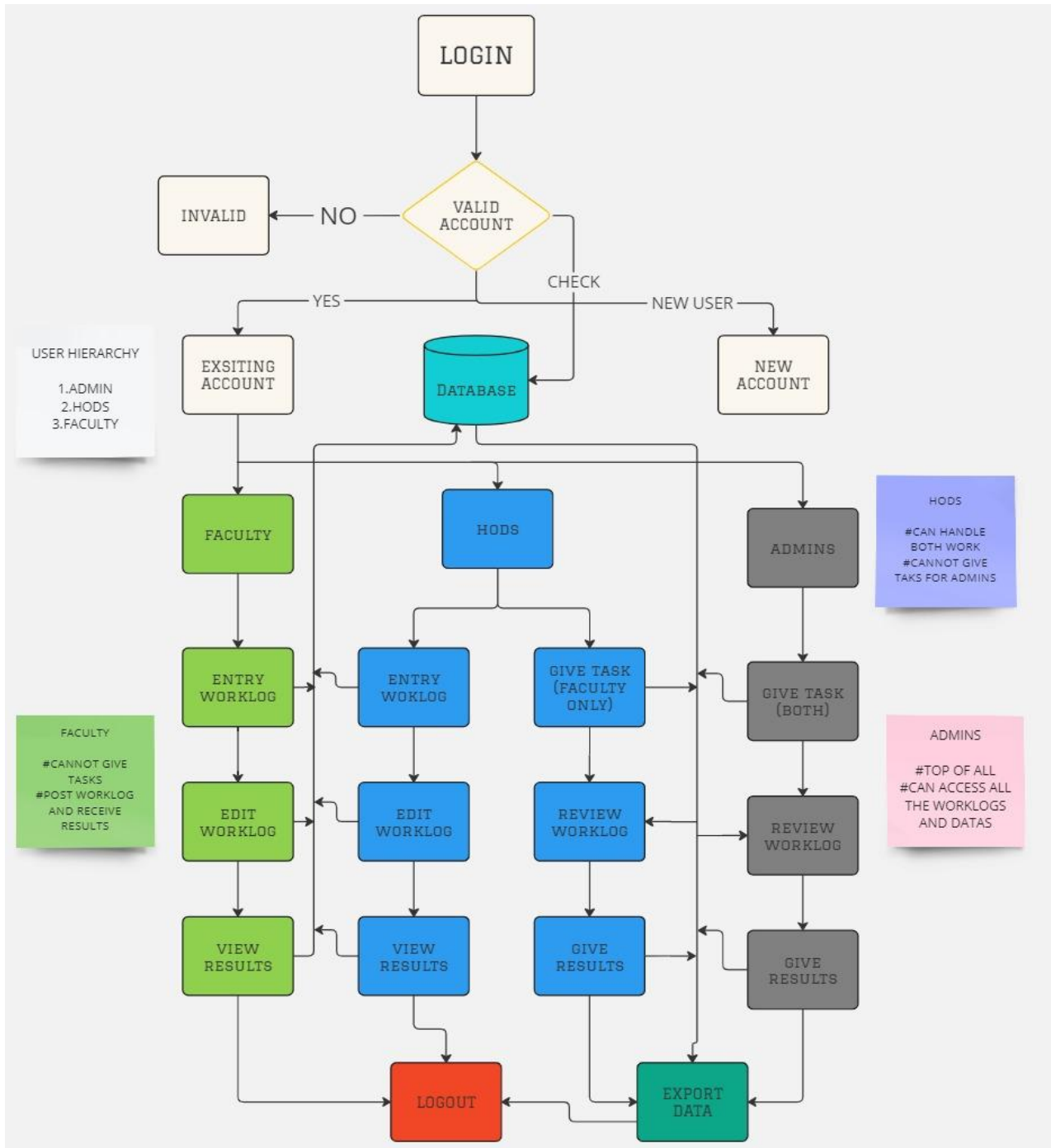
- **Interface Features:**

The system is optimized for mobile devices, allowing staff to clock in and out and add work log entries on-the-go. Users can customize their dashboard to display the information they need most.

- **Notifications:**

The system sends notifications to staff and HODs for clock out reminders, new work log entries, and comments.

User Interface



3. FUNCTIONAL REQUIREMENTS:

User Authentication:

Log in securely using their BIT Sathy mail ID.

Worklog Management:

Create and manage a detailed work log showcasing their description on their work, projects that are currently undergoing. Update work log information as needed.

Clock in\clock out:

Staffs can clock in and out of work sessions, tracking the time spent on tasks and projects.

Work log Entries:

Staff can add work log entries to describe the work they did during each session, including tasks, projects, and notes. Staff can view their own work history, including past work log entries and clocked hours. Staff can edit their own work log entries to correct or add information.

HOD Features:

HODs can view work log entries for all staff members in their department. They can filter and search work log entries by staff, date, project, or task. They can add comments or feedback to staff work log entries. They can export work log data to EXCEL or PDF for reporting and analysis. They can view a dashboard to see an overview of staff work hours and productivity. They also have the ability to create and manage a detailed profile showcasing their description on their work, projects that are currently undergoing like staffs. They can accept tasks from Admin but cannot give tasks for admin.

Interface Features:

The system is optimized for mobile devices, allowing staff to clock in and out and add work log entries on-the-go. Staff and HODs can customize their dashboard to display the information they need most.

Admin Features:

They have the ability to view the staff's and HOD's work log also can push comments on the work of a staff and HOD. They can view all staff and HOD's work log entries. Admin can filter work log entries by staff, date, or department. They can also export work log entries to EXCEL or PDF. They can add comments or feedback to staff and HOD's work log entries. They are top of the chain also they have all access to the data.

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4. NON-FUNCTIONAL REQUIREMENTS:

1.Performance

- The Portal should load quickly and respond to user interactions with acceptable time limits.
- It should handle a large number of concurrent users without degradation in performance.

2.Reliability

- The portal should be highly available, with minimal downtime for maintenance or upgrades.
- It should have robust error handling mechanisms to gracefully handle unexpected errors and failures.

3.Scalability:

- The portal should be scalable to accommodate an increasing number of users and data over time.
- It should be able to scale both vertically (by adding more resources to a single server) and horizontally (by distributing workload across multiple servers).

4.Security:

- User authentication and authorization should be secure to prevent unauthorized access to sensitive information.
- Personal and confidential information, such as login credentials, should be encrypted and stored securely.

5.Usability:

- The user interface should be intuitive and user-friendly, with clear navigation and consistent design patterns.
- It should be accessible to users with disabilities, complying with relevant accessibility standards and guidelines.

STACK

FRONT END	HTML, CSS, JAVASCRIPT
BACK END	PYTHON DJANGO
DATABASE	MY SQL