***Software Engineering***

***Software Requirements Specification***

***(SRS) Document***

**<Revamp HR platform>**

**<2021-4-18>**

**<V 1.0>**

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| **Revisions** |

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| --- | --- | --- | --- |
| **Version** | **Primary Author(s)** | **Description of Version** | **Date Completed** |
|  |  |  |  |

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| **Review & Approval** |

**Requirements Document Approval History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approving Party** | **Version Approved** | **Signature** | **Date** |
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**Requirements Document Review History**

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| **Reviewer** | **Version Reviewed** | **Signature** | **Date** |
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| **Table of Contents** |

[1. Introduction 3](#_30j0zll)

1.1 Purpose 3

1.2 Document Conventions…………………………………………………………………….3

1.3 Intended Audience…………………………………………………………………………3

1.4 Scope……………………………………………………………………………………….3

1.5 References………………………………………………………………………………….3

[2. General Description 3](#_1fob9te)

2.1 Product Perspective………………………………………………………………………...3

2.2 Product Features 3

2.3 User Class Characteristics 3

2.4 Operating Environment 3

2.5 Constraints 3

2.6 Assumptions and Dependencies 3

[3. System Requirements 3](#_3znysh7)

[4. External Interface Requirements 4](#_2et92p0)

[4.1 User Interfaces 4](#_tyjcwt)

[4.2 Hardware Interfaces 4](#_3dy6vkm)

[4.3 Communications Interfaces 4](#_1t3h5sf)

[4.4 Software Interfaces 4](#_4d34og8)

[5. Non Functional Requirements 4](#_2s8eyo1)

**1. Introduction**

* 1. **Purpose:** This platform aims to be a one-stop-shop for SMEs to manage the employees’ benefits, manage the Training Needs Analysis (TNA) requests and reports, and request consultancy from Revamp.
  2. **Document conventions:** Training Needs Analysis (TNA), Revamp Admin => the operator

* 1. **Intended audience:** GIZ management, Revamp management
  2. **Scope:** We have here Two main scopes the benefits platform and the TNA platform
  3. **References:** TO-DO

## 2. General Description

**2.1 Product perspective:**

The product is a web-based solution that provides the HR of SMEs with the tools that enable them to either manage the benefits of the employee or manage the training needs for the employees.

**2.1 Product features:**

The following is the main feature of the system

a. **Registration System:** the SME will be able to register the company with the required information to select the best packages for them, revamp admin will be able to register more admins

b. **Employee Management:** HR will able to manage the employees   
 create a new employee.

Edit existing employee information.

Delete an existing employee from the system.

b. **Benefits Management**

1. **Benefits Catalog Management:** The Operator can manage the benefits on the system from the Admin portal.
2. **Employee Benefits Management:** HR can manage the benefits bundle assigned for the employee.

c. **Training needs analysis(TNA)**

1. **TNA Request Management:** HR can manage the TNA requests, employees’ responses, and the generated reports.
2. **TNA Report management:** The Operator can manage the TNA competencies’ questionnaires and the grading systems.

d. **Admin Panel**

1. **Approvals:** all actions like Registration, TNA request, and request for service should follow the approval cycle.
2. **Registered startups and their status:** Registered startups/customers and their data should be managed and configured from the admin panel
3. **Users management:** Different types of users like employees and operators could be created and managed through the admin panel.

This software will allow Revamp to add custom benefits, make benefits bundles, manage startups signup process, manage the startup details, manage the TNA questionnaire, manage the TNA requests, manage the consultancy requests.  
  
 the software will allow the HR to register his/her startup on Revamp platform, manage the company employees, assign bundles for the employees, request TNA on certain competencies, follow up the results and reports, request consultancy from Revamp.  
  
the software will allow the startup employee to view his/her main info and benefits bundle details.

* 1. **User class and characteristics:** It is considered that the user does have the basic knowledge of operating the internet and to have access to it and have basic knowledge of the system key features. The administrator is expected to be familiar with the interface of the tech support system.
  2. **Constraints:** the system can’t work offline.
  3. **Assumptions and dependencies:** production servers should be provided, all the data needed from Revamp like services

## 3. System Requirements

**3.1 Functional requirements**

* Major functions of the Registration
  + Enable SME HR to register the company info on the system
  + Enable logged-in Operator to review and approve or reject the registration request.
  + Enable logged-in Operator to set the company’s maximum number of employees.
  + Enable logged-in Operator to Edit any company information on the system.
  + Enable logged-in Operator to remove any company from the system.
  + Enable logged-in Operator to view a list of all the company on the system.
  + Enable logged-in Operator to view the details of a specific company on the system.
  + Enable logged-in Operator to search for a company on the system.
* Major functions of the Employee Management
  + Enable logged-in SME HR to add a new employee to the company account.
  + Enable logged-in SME HR/Operator sends an email to the newly added employee with the credentials.
  + Enable logged-in SME HR to edit the information of an existing employee under the company account.
  + Enable logged-in SME HR to remove an employee from the company account.
  + Enable logged-in SME HR to view a list of all the employees on the company account.
  + Enable logged-in SME HR to view the details of a specific employee on the company account.
  + Enable logged-in SME HR to search for an employee on the company account.
  + Enable logged-in Operator to add a new employee to any company account.
  + Enable logged-in Operator to edit the information of any existing employee on the system.
  + Enable logged-in Operator to remove any employee from the system.
  + Enable logged-in Operator to view a list of all the employees on the system.
  + Enable logged-in Operator to view the details of a specific employee on the system.
  + Enable logged-in Operator to search for an employee on the system.
* Major functions of the Benefits Management
  + Enable logged-in Operator to add a new benefit to the system.
  + Enable logged-in Operator to Edit any benefit on the system.
  + Enable logged-in Operator to remove any benefit from the system.
  + Enable logged-in Operator to view a list of all the benefits on the system.
  + Enable logged-in Operator to view the details of a specific benefit on the system.
  + Enable logged-in Operator to search for a benefit on the system.
  + Enable logged-in Operator to create a new bundle from existing benefits from the system.
  + Enable logged-in Operator to Edit any bundle on the system.
  + Enable logged-in Operator to remove any bundle from the system.
  + Enable logged-in Operator to view a list of all the bundles on the system.
  + Enable logged-in Operator to view the details of a specific bundle on the system.
  + Enable logged-in Operator to search for a bundle on the system.
  + Enable logged-in Operator to assign/unassign an existing bundle to a company account.
  + Enable logged-in Operator to assign/unassign an existing bundle to an employee on the same company account.
  + Enable logged-in SME HR to assign/unassign an existing bundle on the company account to an employee.
  + Enable logged-in Employee to view his Profile page with his main information.
  + Enable logged-in Employee to view his assigned benefits.
* Major functions of the TNA Management
  + Enable logged-in Operator to create a new competency questionnaire on the system.
  + Enable logged-in Operator to Edit any competency questionnaire on the system.
  + Enable logged-in Operator to remove any competency questionnaire from the system.
  + Enable logged-in Operator to view a list of all the competency questionnaires on the system.
  + Enable logged-in Operator to view the details of a specific competency questionnaire on the system.
  + Enable logged-in Operator to search for a specific competency questionnaire on the system.
  + Enable logged-in Operator to review and approve or reject any TNA requests.
  + Enable logged-in Operator to Edit any TNA request on the system.
  + Enable logged-in Operator to view a list of all the TNA requests on the system.
  + Enable logged-in Operator to view the details of a specific TNA request on the system.
  + Enable logged-in Operator to send e-mail with the TNA questionnaire to the employees who participates in a specific TNA.
  + Enable the logged in employees to fill their TNA
  + Enable logged in SME HR to view the TNA answers
  + Enable logged in SME HR to view the TNA generated reports
* Major functions of the Request Consultancy
  + Enable logged in SME HR to request Consultancy through request form
  + Enable logged in Operator to view and review the request

## 4.External Interface Requirements

**4.1 User Interfaces**

there will be two main interfaces

the company interface

the operation interface

## 5. Non-Functional Requirements TO-DO

**5.1 Performance requirements**

**5.2 Security requirements**

**5.4 Software quality attributes**

**5.5 Other requirements**