COMPREHENSIVE FEATURE MATRIX

Autolinium Platform Requirement Specification v1.0

This document serves as the final checklist for all features required in the Autolinium Internal Office & KPI Management System, based on the Product Requirements Document (PRD).

1. Admin/CEO Control Center

ATTENDANCE OVERSIGHT

- [ ] **Daily Heatmap:** Visual representation of office-wide attendance.
- [ ] **Presence Monitoring:** Real-time list of who is "On Office" vs "Home Office".
- [ ] **Manual Override:** Ability to edit any daily attendance or lateness record.
- [ ] **Request Approval:** Approve or Reject Leave and Late Arrival requests.
- [ ] **Metadata Management:** Manually add "Promise Time" and "Granted/Non-granted" status for late arrivals.

MEETING & TASK GOVERNANCE

- [ ] **Internal Meetings:**
  - [ ] Create meetings with Agenda and Date.
  - [ ] Select attendees.
  - [ ] Mark status: Attended, Informed Skip, or Uninformed Skip.
- [ ] **Client Meetings:**
  - [ ] Review logs of client meetings (Client name, scheduled vs join time).
  - [ ] Apply manual behavior penalties (0-10 pts) based on performance.

- ☐ Mark Informed/Uninformed skips.
- ☐ **Project Task Manager:**
  - ☐ Create tasks with specific deadlines.
  - ☐ Assign employees.
  - ☐ Review "Valid Reasons" for delays and decide whether to waive penalties.

KPI & PERFORMANCE ENGINE

- ☐ **Manual Data Entry:** Enter monthly scores for KPI 8 (Value Added) and KPI 9 (Innovation).
- ☐ **Disciplinary System:**
  - ☐ Issue official Warnings.
  - ☐ Add manual behavior penalties (deducted from KPI scores).
  - ☐ View full warning/penalty history for any employee.
- ☐ **Analytics & Alerts:**
  - ☐ View KPI breakdown per category and per employee.
  - ☐ Automatic alerts for low performance (KPI < 75).
  - ☐ Track "Termination Risk" for employees failing to meet targets for 3 months.
- ☐ **Payroll & Incentives:**
  - ☐ View monthly bonus calculations ((KPI - 75) * 1000 BDT).
  - ☐ Track quarterly increment eligibility (0 - 10k BDT).

REPORTING REVIEW

- ☐ **Weekly Reports:** Read every submitted weekly report.
- ☐ **Knowledge Audit:** Track missed submissions and audit the "Knowledge Share" quality.

2. Employee Self-Service (Responsive PWA)

DAILY OPERATIONS (MOBILE FIRST)

- ☐ **One-Tap Attendance:** Start/End work with a single tap.

- [ ] **Location Selection:** Toggle between "On Office" and "Home Office".
- [ ] **Real-time Tracker:** Visual timer showing work minutes, calculated daily overtime, and lateness logs.

PERSONAL WORKSPACE

- [ ] **Notifications & Schedules:**
  - [ ] Dashboard showing today's Meetings (Internal & Client).
  - [ ] "Join/Attend" confirmation system.
  - [ ] List of assigned project tasks and approaching deadlines.
- [ ] **Task Actions:** Change task status to "Done" and provide text-based "Valid Reasons" if late.

SUBMISSIONS & REQUESTS

- [ ] **Weekly Work Report:** Mandatory form submission (summary, issues, next week's plan).
- [ ] **Monthly Peer Review:** Rate all colleagues (1-10) with mandatory behavior instructions.
- [ ] **Leave Center:** Submit leave requests with date pickers and reason fields.

TRANSPARENCY DASHBOARD

- [ ] **Performance Breakdown:** View live KPI scores for all 9 categories.
- [ ] **History & Stats:** Access personal attendance, lateness, and leave history.
- [ ] **Financial Tracking:** View earned bonuses and increment status.
- [ ] **Notices:** View official warnings and behavior penalty logs.

3. Automated System Logic (The KPI Engine)

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[CORE_CALCULATIONS]
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- [ ] **KPI 1 (Attendance):** Auto-deduct for absences (Informed -1, Uninformed -2) and >3 approved leaves (-0.5).

- [ ] **KPI 2 (Timeliness):** Auto-deduct for late minutes (0.25 per 30m uninformed). Auto-add overtime bonus (0.25 per 30m after 8 hours).

- [ ] **KPI 3 & 4 (Meetings):** Automated scoring based on skip status (-1 Informed, -2/-6 Uninformed).

- [ ] **KPI 5 (Peer Review):** Automated averaging of received peer ratings.

- [ ] **KPI 6 (Deadlines):** Automated day-based penalty (0.5 per day late) unless waived by Admin.

- [ ] **KPI 7 (Weekly Reports):** Penalties for late (-3) or missed (-6) submissions.

[SYSTEM_ALERTS]

- [ ] **Weekly Report Reminder:** Thursday 2 PM.

- [ ] **Peer Review Reminder:** 7th of Every Month.

- [ ] **Automated Alerts:** Real-time "Late to Meeting" and "Low Performance" notifications.