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1. **Introduction and background**

Interviews were held with key stakeholders in order to place requirements in a MoSCoW system.

1. **Departments and Stakeholders**

## Key Stakeholders

The stakeholders for this project are the following:

* xxx

## Key Departments

The departments that will be affected with the implementation of an online timesheet solution are the below. In order to find the best solution stakeholders for the departments were interviewed.

* Business Operations
* Resourcing
* Finance
* Consultants
* Top Level Management (Directors)

## Requirements Interviews

An interview was set up with each stakeholder. In this interview the stakeholders were asked for their requirements relating to the online timesheet portal. They were asked to grade the requirement in a MoSCoW system, “Must Have”, “Should Have”, “Could Have” and “Won’t Have”.

\*MoSCoW

Must Have “M”

Should Have “S”

Could Have “H”

Won’t Have “W”

1. **Requirements by Departments**

## Business Operations

|  |  |  |
| --- | --- | --- |
| **Reference** | **Requirement** | **MoSCoW\*** |
| R1 | Contract end dates for both client and associate |  |
| R2 | Single Source for keeping time |  |
| R3 | Security restrictions for certain information |  |
| R4 | Report downloads and exports |  |
| R5 | Staff details (Personal details, Company details for Associates) |  |
| R6 | Staff Activities tracker (Sickness, holidays, training, etc) |  |

## Resourcing

|  |  |  |
| --- | --- | --- |
| **Reference** | **Requirement** | **MoSCoW\*** |
| R7 | Mapping activity of consultants once contracts have been signed |  |
| R8 | Consultants activities, tracking consultants activities (Assignment, Holiday, Sick, Training, Internal Project, Pre Sales, Bid Activities) |  |
| R9 | Generate reports, graphs and functionality to export reports to other programs |  |

## Finance

|  |  |  |
| --- | --- | --- |
| **Reference** | **Requirement** | **MoSCoW\*** |
| R10 | Online timesheet portal that is easy to use for consultants |  |
| R11 | Be able to track timesheet progress as well as authorisation progress |  |
| R12 | Auto generated timesheet from online calendar blanking out weekends and holidays, but able to be flexible in case consultants have worked on these days |  |
| R13 | Auto generated emails to be sent by system to consultants on a specific day to remind of timesheet. As well as an automated email sent to approver once consultant has completed his/her timesheet |  |
| R14 | Produce reports that are easily legible as well as easy to export |  |
| R15 | Consultant activities if not showing billable day ( Sickness, training, etc) can integrate this with the tracker |  |
| R16 | Consolidate Timesheets by client and project |  |
| R17 | Consultants sell/buy rates |  |
| R18 | Invoicing tool |  |
| R19 | Profitability per consultant, per client, per month, year to date |  |

## Consultants

|  |  |  |
| --- | --- | --- |
| **Reference** | **Requirement** | **MoSCoW\*** |
| R20 | Easily accessible and easy to use |  |

## Top Level Management

|  |  |  |
| --- | --- | --- |
| **Reference** | **Requirement** | **MoSCoW\*** |
| R21 | Consultants utilisation |  |