

Software Requirements Specification

for

Employee Evaluation and Management Application

Version 1.0 approved

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Revision History

Name	Date	Reason For Changes	Version

1. Introduction

This section gives a scope description and overview of everything included in this SRS document. Also, the purpose for this document is described and a list of abbreviations and definitions is provided.

1.1 Purpose

The purpose of this document is to give a detailed description of the requirements for the “Employee Management” software. It will illustrate the purpose and complete declaration for the development of system. It will also explain system constraints, interface and interactions with other external applications. This document is primarily intended to be used as reference for developing the first version of the system for the development team.

1.2 Document Conventions

This document follows standard format, *Italic text* has been used to emphasize section and subsection headings. Used font is Arial and font size is eleven.

1.3 Intended Audience and Reading Suggestions

This document is to be read by the development team, the project managers, administrators, users and documentation writers. The SRS has been organized approximately in order of increasing specificity. The developers and project managers need to become intimately familiar with the SRS.

1.4 Product Scope (here)

“Employee Management” is a web application which helps companies to better manage and evaluate their own employees. The application is free to use for registered users.

Application administrators can provide accounts to company employees. Depending on the position of the employee in the company, each employee's account is provided with certain permissions.

Users can preview their own assessments made by its superiors, in this way they will know what skills to improve in the future for a better performance. Superior users can begin evaluations of their subalterns, can preview evaluations of their subalterns or can continue ongoing evaluations.

Using this application, it is expected that both company performance and employee performance will increase.

The admin has access to everything the users have and to the employees data. He can manage the forms for evaluations can modify their status.

The software needs an internet connection to fetch and display the results. All system information is maintained in a database, which is located on a web-server.

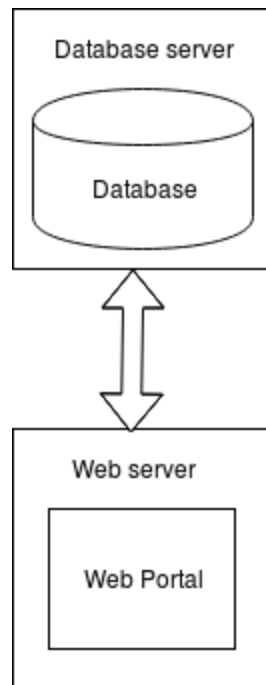
1.5 References

[1] *IEEE Software Engineering Standards Committee, "IEEE Std 830 - 1998, IEEE Recommended Practice for Software Requirements Specifications", October 20, 1998.*

2. Overall Description

2.1 Product Perspective

The system consists of two parts: the web portal which will be used for managing the information about employees and the system as a whole and the database. The web portal will use the database to get, modify and add data.



All of the database communication will go over the internet. The system should work on all desktop and mobile devices.

Using the system will be fairly simple and intuitive. A user familiar with basic browser navigation skills should be able to understand all functionality provided by it.

It is designed to work on the latest versions of commonly used browsers: Chrome, Firefox, Edge, Internet Explorer.

The system is limited by its operating server in terms of the maximum number of users it can support at a given time. The system will be implemented in ASP.net.

2.2 Product Functions

Each user can preview their own assessments made by its superiors. Superior users can begin evaluations of their subalterns, can preview evaluations of their subalterns can delete an evaluation form or can continue ongoing evaluations. A user can be evaluated by several superiors at the same time. The evaluator can give a mark for every criteria.

Furthermore, the user can download reports about their evaluation.

The admin has access to everything the users have and to the employees data. He can manage the forms for evaluations can modify their status and he also can create accounts for the company employees.

2.3 User Classes and Characteristics

There are two types of users that interact with the system: users of the application (company employees) and the administrator (the head of the company). The system requires no technical background for the users or the administrator, just basic browser navigation skills.

2.4 Operating Environment

In computer software, an operating environment or integrated applications environment is the environment in which users run application software. The environment consists of a user interface provided by an applications manager and usually an application programming interface (API) to the applications manager.

2.5 Design and Implementation Constraints

It is designed to work on the latest versions of commonly used browsers: Chrome, Firefox, Edge, Internet Explorer.

2.6 User Documentation

Manage

website: http://openoutreach.org/sites/openoutreach.org/files/user_documentation_for_drupal_7_open_outreach_website_june_2015_with_hyperlinks_0.pdf

Documentation about managing users: <https://www.drupal.org/docs/7/managing-users>

2.7 Assumptions and Dependencies

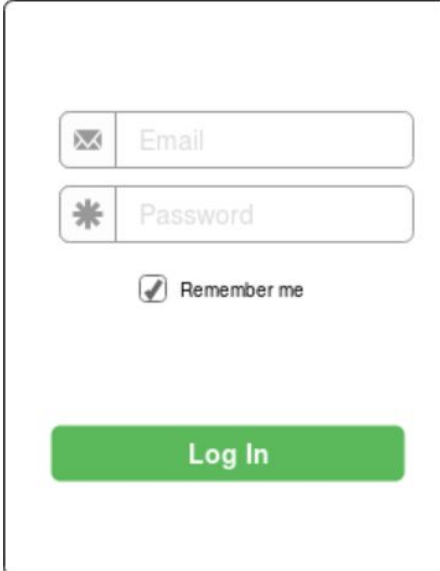
The remainder of this document includes two chapters. The second chapter introduces different types of users and their interaction with the system. Further, the chapter also mentions the system constraints and assumptions about it.

The third chapter provides the requirements specification in detailed terms and a description of different system interfaces. Different specification techniques are used in order to specify the requirements more precisely for different audiences.

3. External Interface Requirements

3.1 User Interfaces

A first time user should see the log in page when he/she opens the web portal, see figure. If the user is not registered, he/she will not be able to do that.



The image shows a login form within a rounded rectangular border. It contains two input fields: the first is labeled 'Email' with an envelope icon to its left, and the second is labeled 'Password' with a star icon to its left. Below these fields is a checkbox labeled 'Remember me'. At the bottom of the form is a green button with the text 'Log In' in white.

If he/she is not a first time user, he/she depending on the permissions, can view its own evaluations, assessments made by its superiors, may create forms in order to evaluate the subordinate, or may continue the ongoing evaluation forms.

If the account has administrator privileges, he should be able to do all of the above. In addition he/she can create accounts for company members.

Every user can see the assessments made by its superiors.

3.2 Hardware Interfaces

Since the web portal does not have any designated hardware, it does not have any direct hardware interfaces. The hardware connection to the database server is managed by the underlying operating system on the web portal server.

3.3 Software Interfaces

The communication between the database and the web portal consists of operation concerning both reading and modifying the data.

3.4 Communications Interfaces

The communication between the different parts of the system is important since they depend on each other. However, in what way the communication is achieved is not important for the system and is therefore handled by the underlying operating system of the web portal.

4. System Features

4.1 Home Page

- 4.1.1 The home page consists of the main page of the Evaluation Forms, displaying a list of evaluation forms.
- 4.1.2 It will have a main body that contains the information about the forms and actions separated in six columns: Form Name, Status, Description, Created, Modified, Actions.
- 4.1.3 The action section contains two actions: Start Evaluation and View Form
- 4.1.4 Navigation bar at the top of the page
- 4.1.5 Will display the current logged user
- 4.1.6 The top bar will also have Log In redirect page
- 4.1.7 Inside the redirect page will be Log In or Register in case of no logged user.
- 4.1.8 A text box for username, password and submit button
- 4.1.9 A link for recovery password that will redirect to Recovery password page
- 4.1.10 A log in button that will check user credentials in the database
- 4.1.11 No user account – redirect to register

4.1 Register

- 4.1.12 A text box for username and password and recovery password link
- 4.1.13 A register button that will check if the user is already in the database
- 4.1.14 Registered account – redirect to log in page

4.2 Recovery password

4.1.15 Textbox for e-mail and submit button

4.1.16 When the submit is pressed, the password will be sent by e-mail

4.3 View employees

4.1.17 Display a list with the employees that can be evaluated by the logged in user

4.1.18 The list will consist of five columns: Evaluation Name, Evaluation Form, Employee, Last Evaluator, Actions

4.1.19 The list can be sorted alphabetically on each of the first four columns

4.4 View evaluation from the employee tab

4.1.20 The Start Evaluation action will show a pop-up in which the user can name the evaluation and select the employee.

4.1.21 This window will have two buttons on the bottom right: Start Evaluation and Cancel

4.1.22 The evaluation will be started by clicking the Start Evaluation button.

4.1.23 The Cancel button will close the window

4.5 View in progress evaluations from the employee tab

4.1.24 Displays the list of the evaluations that are in progress for the selected employee

4.1.25 The list will be structured in four columns: Evaluation Name, Evaluation Form, Last Evaluator, Actions

4.1.26 The action section will contain two options: Continue Evaluation and Delete Evaluation

4.6 View form

4.1.27 The View Form action will display the evaluation criteria of the selected form

4.1.28 The criteriteria will be grouped in sections

4.1.29 The sections will be displayed in tabs

4.7 Delete Evaluation

4.1.30 This action will delete the selected evaluation

4.1.31 Only the evaluator and his superiors can delete an evaluation

4.8 In progress evaluation tab

- 4.1.32 This tab will display a list of the evaluation made by the logged in user or other users and which are not yet finished
- 4.1.33 A evaluation is considered finished when the evaluator clicks the finish button
- 4.1.34 The in progress page consists of the list of evaluations structured in five columns: Evaluation Name, Evaluation Form, Employee, Last Evaluator, Actions
- 4.1.35 The Actions section has two options: Continue Evaluation and Delete Evaluation
- 4.1.36 The list can be sorted alphabetically on each of the first four columns

4.9 Continue Evaluation

- 4.1.37 The Continue Evaluation action will display the evaluation page and will let you modify it.
- 4.1.38 The evaluator can give a mark for every criteria
- 4.1.39 This page has a button for finalizing the evaluation
- 4.1.40 The evaluation will be in progress until the evaluator clicks the finalize button

4.10 Completed evaluations tab

- 4.1.41 This tab will display a list of the evaluation made by the logged in user or other users and which are finished
- 4.1.42 A completed evaluation can not be modified
- 4.1.43 The in progress page consists of the list of evaluations structured in five columns: Evaluation Name, Evaluation Form, Employee, Last Evaluator, Actions
- 4.1.44 The Actions section has two options: View Evaluation and Delete Evaluation
- 4.1.45 The list can be sorted alphabetically on each of the first four columns

4.11 View Evaluation form the completed evaluations tab

- 4.1.46 The View Evaluation action will display the finished evaluation
- 4.1.47 The evaluation is divided in sections which have criteria
- 4.1.48 The criteria form the completed evaluation are graded and can not be modified
- 4.1.49 The sections are displayed in tabs

5. Other Nonfunctional Requirements

5.1 Performance Requirements

1. The information system will run on Windows 7/8/10 OS.
2. Minimal system requirements:
 - Processor: 1 GHz

- RAM Memory: 128 Mb
 - Storage space: 10 Mb minimum
3. An internet connection should be set up before running the web application.

5.2 Safety Requirements

There have been a few reports that some antiviruses (such as Symantec AV) “see” Employee Evaluation and Management Application as a potential threat. Obviously this is a false alarm, the program is 100% safe to use. Besides, Employee Evaluation and Management Application is an open-source project, so anyone who has doubts is able to check the source code.

5.3 Security Requirements

The sensitive information in this application is considered:

- User and password – password will be encrypted using MD5 hash
- Conversations – using one way key, the key will be private
- Database – Protection against SQL Injection will be set to every necessary input that works with the database

5.4 Software Quality Attributes

Rule 1 (required): No reliance shall be placed on undefined or unspecified behavior.

Rule 2 (required): Insert one space between the comment delimiter (//) and the comment text

Rule 3 (advisory): No identifier in one namespace should have the same spelling as an identifier in another namespace, with the exception of structure member and union member names.

Rule 4 (advisory): Write only one declaration per line.

Rule 5 (advisory): Add at least one blank line between method definitions and property definitions.

Rule 6 (advisory): Place the comment on a separate line, not at the end of a line of code.

Rule 7 (advisory): Use the + operator to concatenate short strings.

Rule 8 (advisory): Use meaningful names for query variables.

5.5 Business Rules

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