

MoSCoW

Requirements

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| Must | As a Manager , I want to be able to see work and break registrations so that I can have a better understanding of who was working when. |
| Must | As a Manager , I want to be able to add/edit/delete an employee from the system so that I can manage the currently employed people. |
| Must | As a Manager , I want to be sure that information is securely stored so that I know it is not lost in cases of power-outages, flood, etc. |
| Must | As an Employee , I want to be able to punch in/out in system quickly so that I can spend my time doing something else. |
| Must | As an Employee , I want to be able to easily register when I am taking breaks so that the management knows when and how long a break was. |
| Must | As an Employee , I want to be informed if a registration was not made due to various reasons so that I know that I have to try again or contact one of the managers. |
| Must | As an Employee , I want to be sure that my information is private to me/managers so that nobody without an authorization can access it. |
| Must | As a Remote Employee , I want to be able to punch in/out from any location with access to the internet so that I can work easily remotely. |
| Must | As a Manager , I want to be able to correct register mistakes so that I can ensure that the system is free of register mistakes. |
| Must | As a Manager , I want to be able to change an employee's status so that I can easily assign different roles to employees. |
| Must | As a Manager , I want to be able to export information in a common format (ex. PDF) so that I can pass the information along to other parties if needed. |
| Should | As an Employee , I want to be able to put comments on a particular registration so that I can give extra explanation if needed. |
| Should | As a Manager , I want to be able to add/change the definitions of what is an unexpected entry so that I can ensure that I can limit the number of possible mistakes. |

Should As a **Manager**, I want to be able to see statistical information in regards to a certain employee/group of employees so that I can better prepare/adjust my management planning.

Should As a **Manager**, I want to be able to have a backup of each month's logged entries so that I can recover information in case they get lost.

Should As a **Manager**, I want to be able to easily filter employee by different properties so that I can form different groups of employees when reviewing.

Should As an **Employee**, I want to be able to see my records so that I can check if the system made correct registrations.

Should As a **Facility-employee fixed**, I want to be able to easily specify why I am late and/or leaving early so that the managers know the reason.

Could As a **Manager**, I want to be able to easily create/edit/delete accounts for temporary workers so that I can easily assign them to work.

Could As a **Manager**, I want to be able to ensure a reduced number of cheating so that I know that the registrations reflect reality.

Could As an **Employee**, I want to be able to send my logs to my email in a readable form so that I can analyse/print my logs if needed.

Could As an **Employee**, I want the system to be able to punch out for me after a certain amount of time if I forget to and notify the management so that I know that I will not be seen as working multiple shifts.

Could As an **Employee**, I want to receive a text-message notification every time I punch in/out of the system so that I have it as a confirmation.

Could As a **Facility-employee fixed**, I want to be able to specify that I start working an overtime shift so that I know that the management is aware of that.

Could As a **Temporary-employee** I want to be able to receive text-message at every punch out with the time-stamps and amount of time that I have worked so that I can register and pass it to my recruitment company.

Could As a **Recruitment company** I want to be able to receive an email with the hours that a worker provided by us has worked so that I can confirm how much they have worked.