

Project Identification

Project:	Time Management/Scheduling Application
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Contributors

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Distribution

This document is distributed to all the following people.

Name	Title
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Referenced Documents

This document refers to the following materials

Version number	Title	Author	Date	Source / Location

Revision History

Version Number	Revision Date	Summary of Changes	Modified by
1.1	February 5, 2023	Added new team member and made changes in the scope statement and requirements.	U. K
1.2	February 5, 2023	Formatting the document	R. S

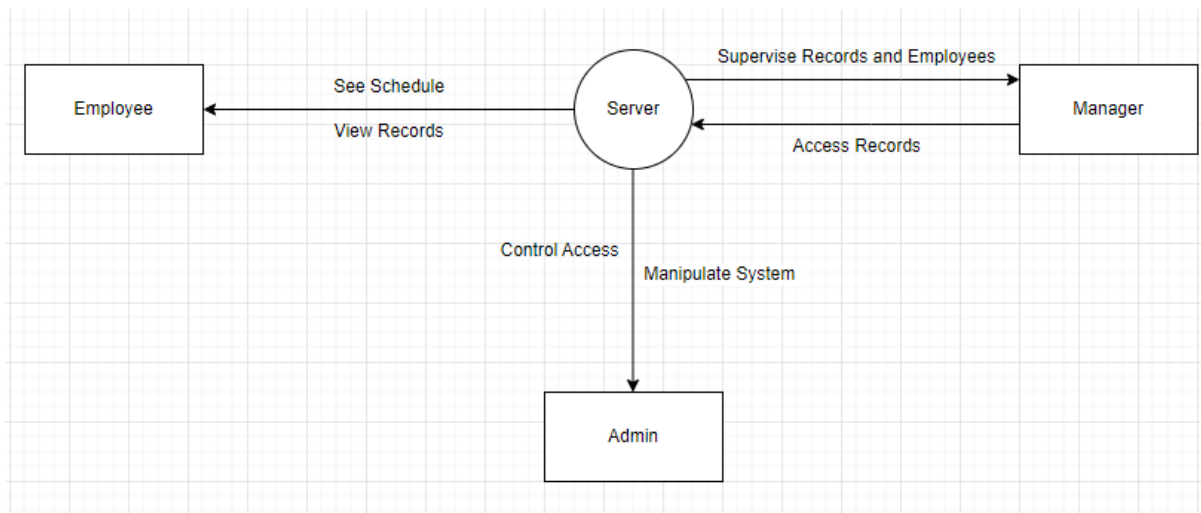
[Note: It is recommended that drafts be numbered 0.1 to 0.9, and that the first approved version be numbered 1.0. Thereafter, new version numbers will depend upon changes: 1.01, 1.1, etc for minor updates, 2.0, 3.0 etc for major changes.]

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1. Business Context Diagram



Requirement Scope Area	Description
Server	An application server where the ones with access the necessary records whenever needed.

External Entity	Description
Manager	A user who can access the records and make changes in scheduling.
Employee	A user with access to viewing schedules and records.
Admin	A user with access to manipulate the system
Server	Where all the data is stored.

Information Flows	Description
See Schedule	Viewing posted and previous schedules.
View Records	Viewing current and previous hours worked and money made pre-tax.
Control Access	To create, edit, and delete new admin or employee profiles.
Manipulate System	To make changes, updates, and modifications to the system.
Access Records	To view employee schedules, requested time-offs, and total money paid to the employees.
Supervise Records and Employees	Publish new schedules, edit existing schedules, and approve or deny requested time-offs.

2. Requirements Scope Statements

HLR#	Description	Priority (H, M, L)
HLR01	Employee should be able to see their schedules and hours worked.	H
HLR02	Employee should be able to request time-offs.	H
HLR03	Employee should be able to see a breakdown of the money made during the scheduled time.	M
HLR04	Employee should be able to punch-in and punch-out.	H
HLR05	Manager should be able to create and update employee schedules.	H
HLR06	Manager should be able to approve or deny requested time-offs.	H
HLR07	Manager should be able to access each employees' previous schedules and money made.	M
HLR08	Admin should be able to create, edit, or delete manager profiles.	H

HLR09	Admin should be able to edit the system and tend to its needs.	H

3. High Level Business Requirements Sign-Off

The undersigned acknowledge their agreement with the contents of Version 1.1 of the High-Level Requirements document for Time Master

Following approval of this document, requirements changes will be governed by the project's change management process, including impact analysis and appropriate reviews and approvals, under the general control of the Project Plan and according to company policy. Approved Change Request Documents, if present, will be attached to this Requirements Document as updates.

Name	Project Role and Functional Area	Date Signed
Umit Kilinc	Owner / Developer	February 5, 2023
Josiah Galloway	Owner / Developer	February 5, 2023
Ravkeerat Singh	Owner / Developer	February 5, 2023
Edward Entecott	Owner / Developer	February 5, 2023

* Note: physical signatures are not required. Email approvals are acceptable and should be appended to project documents.