ACROSS EFERENCE MATRIX

| **Requirements / Stakeholders** | **S1. Direct Stakeholders** | | | | **S2. Indirect Stakeholders** | | | |
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|  | **L1. Remote Team Members** | **L2. Project Managers** | **L3. IT and Development Teams** | **L4. Customers and Clients** | **L1. Executives and Business Owners** | **L2. Human Resources** | **L3. Accounting and Finance** | **L4. Regulatory and Compliance** |
| **1. User Management** | **S.1.L.1:** This requirement depends on Remote Team Members as they will be the primary users of the application and will need to log in, view their assigned tasks, and interact with the system.  **S.1.L.2:** Project managers will be responsible for creating and managing user accounts to ensure team members have appropriate access to the application.  **S.1.L.3:** IT and development teams will be involved in the implementation and maintenance of user management features, ensuring the security and usability of user accounts.  **S.1.L.4:** Customers and clients may have limited interaction with user management features, such as requesting access or providing necessary information. | | | | **S.2.L.1:** Executives and business owners may require reports and analytics related to user management for overall organizational oversight.  **S.2.L.2:** Human resources may utilize user management functionalities to manage employee accounts and access privileges.  **S.2.L.3:** Accounting and finance departments may require user management features to manage access and permissions for financial reporting purposes.  **S.2.L.4:** Regulatory and compliance stakeholders may have requirements related to user management, such as ensuring data privacy and access control. | | | |
| **2. Project Management** | **S.1.L.2:** Project managers will use the application to create and manage projects, ensuring proper organization and tracking of project timelines, milestones, and dependencies.  **S.1.L.3:** IT and development teams will be responsible for implementing project management features and ensuring their integration with other system components.  **S.1.L.4:** Customers and clients may have limited interaction with project management features, such as viewing project progress or providing feedback. | | | | **S.2.L.1:** Executives and business owners may require reports and analytics related to project management for strategic decision-making and resource allocation.  **S.2.L.2:** Human resources may require project management features to track employee project assignments and resource allocation.  **S.2.L.3:** Accounting and finance departments may utilize project management functionalities for budgeting and financial tracking purposes.  **S.2.L.4:** Regulatory and compliance stakeholders may have requirements related to project management, such as ensuring compliance with regulatory deadlines. | | | |
| **3. Task Management** | **S.1.L.2:** Project managers will use the application to create and manage tasks, assign tasks to team members, and track task progress.  **S.1.L.3:** IT and development teams will be responsible for implementing task management features, ensuring proper task assignment, and tracking.  **S.1.L.4:** Customers and clients may have limited interaction with task management features, such as viewing assigned tasks or providing task-related information. | | | | **S.2.L.1:** Executives and business owners may require reports and analytics related to task management for monitoring progress and identifying bottlenecks.  **S.2.L.2:** Human resources may utilize task management functionalities to track employee task assignments and performance.  **S.2.L.3:** Accounting and finance departments may require task management features to track time spent on specific tasks for billing and cost allocation purposes.  **S.2.L.4:** Regulatory and compliance stakeholders may have requirements related to task management, such as tracking and reporting task progress. | | | |
| **4. Time Tracking** | **S.1.L.1:** Remote team members will use the application to track the time they spend working on tasks, providing accurate data for project progress and resource management.  **S.1.L.2:** Project managers will utilize the time tracking feature to monitor team members' progress, ensure timely completion of tasks, and track overall project timelines and deadlines.  **S.1.L.3:** IT and development teams will implement the time tracking feature, ensuring its accuracy and integration with other system components.  **S.1.L.4:** Customers and clients may have limited interaction with time tracking features, such as viewing time logs or requesting additional time tracking information. | | | | **S.2.L.1:** Executives and business owners may require reports and analytics related to time tracking for monitoring productivity and resource allocation.  **S.2.L.2:** Human resources may utilize time tracking functionalities for performance evaluation and salary review purposes.  **S.2.L.3:** Accounting and finance departments may utilize time tracking features to accurately allocate costs and expenses to specific projects or tasks.  **S.2.L.4:** Regulatory and compliance stakeholders may require accurate time tracking for regulatory reporting and compliance purposes. | | | |
| **5. Communication** | **S.1.L.1:** Remote team members will use the application's communication features to interact with other team members, providing updates, sharing information, and seeking clarification.  **S.1.L.2:** Project managers will utilize the communication features to facilitate collaboration and effective communication among team members, ensuring smooth project execution.  **S.1.L.3:** IT and development teams will implement the communication features, ensuring secure and reliable communication channels within the application  **S.1.L.4:** Customers and clients may have limited interaction with communication features, such as sending messages or receiving project-related notifications. | | | | **S.2.L.1:** Executives and business owners may require access to communication features for overall team coordination and decision-making purposes.  **S.2.L.2:** Human resources may utilize communication functionalities for employee feedback, guidance, and coordination.  **S.2.L.3:** Accounting and finance departments may require communication features to facilitate communication related to financial matters or invoicing.  **S.2.L.4:** Regulatory and compliance stakeholders may require secure communication channels for compliance-related discussions and information sharing. | | | |
| **6. Reporting** | **S.1.L.2:** Project managers may generate reports on project and task progress, providing insights into the overall project status and identifying areas for improvement.  **S.1.L.3:** IT and development teams may implement reporting features, ensuring the availability of relevant data for project analysis and decision-making.  **S.1.L.4:** Customers and clients may require reports on project progress, task completion, and resource allocation for their own tracking and evaluation purposes. | | | | **S.2.L.1:** Executives and business owners may require comprehensive reports and analytics to assess project performance, resource utilization, and return on investment.  **S.2.L.2:** Human resources may require reports on employee performance and project-related metrics for performance evaluation and resource management.  **S.2.L.3:** Accounting and finance departments may utilize reporting features for financial analysis, budgeting, and cost tracking purposes.  **S.2.L.4:** Regulatory and compliance stakeholders may require reports to ensure compliance with regulatory requirements, such as time tracking and resource allocation. | | | |
| **7. Usability** | **S.1.L.1:** Remote Team Members need the application to be user-friendly, with intuitive navigation and easy access to their assigned tasks.  **S.1.L.2:** This requirement depends on IT and Development Teams as they will be responsible for designing and developing the user interface and overall usability of the application.  **S.1.L.3:** This requirement also depends on IT and Development Teams as they will be responsible for ensuring that the application performs well and is responsive to user actions.  **S.1.L.4:** This requirement also depends on IT and Development Teams as they will be responsible for providing a user-friendly and intuitive interface for customers and clients. | | | | **S.2.L.1:** This requirement depends on IT and Development Teams as they will need to provide a user-friendly interface that meets the expectations of executives and business owners.  **S.2.L.2:** This requirement depends on IT and Development Teams as they will need to ensure that the application is easy to use and intuitive for Human Resources.  **S.2.L.3:** This requirement depends on IT and Development Teams as they will need to ensure that the application is easy to use and intuitive for the Accounting and Finance department.  **S.2.L.4:** Regulatory and Compliance departments, if applicable, may require user-friendly interfaces to ensure accurate tracking and reporting of employee time and expenses for regulatory purposes. | | | |
| **8. Performance** | **S.1.L.2:** This requirement depends on Project Managers as they will need the application to perform well and accurately capture the time spent by team members on tasks.  **S.1.L.3:** This requirement depends on IT and Development Teams as they will need to ensure that the application performs well and is responsive to user actions.  **S.1.L.4:** This requirement depends on Customers and Clients as they will expect the application to perform well and provide a smooth user experience. | | | | **S.2.L.1:** This requirement depends on IT and Development Teams as they will need to ensure that the application performs well and meets the performance expectations of executives and business owners. | | | |
| **9. Security** | **S.1.L.1:** Remote Team Members' user accounts and data should be securely stored and protected from unauthorized access.  **S.1.L.2:** This requirement depends on Project Managers as they will need to ensure that user accounts have strong passwords and may choose to enforce two-factor authentication for added security.  **S.1.L.3:** This requirement depends on IT and Development Teams as they will be responsible for implementing security measures to protect user data.  **S.1.L.4:** This requirement depends on Customers and Clients as they will expect their data to be secure within the application. | | | | **S.2.L.1:** This requirement depends on IT and Development Teams as they will need to implement security measures that meet the expectations of executives and business owners.  **S.2.L.2:** This requirement depends on IT and Development Teams as they will need to implement security measures to protect user data.  **S.2.L.3:** This requirement depends on IT and Development Teams as they will need to implement security measures to protect user data.  **S.2.L.4:** Regulatory and Compliance departments, if applicable, require a secure application to ensure compliance with data protection and privacy regulations. | | | |