Table of Contents

[Admin 2](#_Toc455011315)

[Employee Profile 2](#_Toc455011316)

[Browsing Documents 2](#_Toc455011317)

[Employee Interface 2](#_Toc455011318)

[Manager and Non-Manager 2](#_Toc455011319)

[For Top Management and Project Managers 3](#_Toc455011320)

[Projects and Tasks 3](#_Toc455011321)

[Employees Performance Reports and Charts 3](#_Toc455011322)

[Project Charts 3](#_Toc455011323)

[Time Sheet 3](#_Toc455011324)

[Uploading Required Tasks 4](#_Toc455011325)

[Uploading/Managing Requirements 4](#_Toc455011326)

[Upload and Manage Documents 5](#_Toc455011327)

[Actions history 5](#_Toc455011328)

[Notifications 5](#_Toc455011329)

[Meetings 5](#_Toc455011330)

[Tasks 5](#_Toc455011331)

[Calendar 5](#_Toc455011332)

[Budget 5](#_Toc455011333)

[References 6](#_Toc455011334)

[Agile Product Management tools 6](#_Toc455011335)

[timesheet management tools 6](#_Toc455011336)

# Admin

## Employee Profile

* Add, edit and/or delete Employee profile
* Select Job Role for the employee.
* Select Department or Job Category.
* User Credentials:
  + Type e-mail (e-mail validations should be applied).
  + Password and Password confirmation and validations should be applied.
* Define Availability:
  + Days per week
  + Hours per Day
  + Default:
    - Sunday, Monday, Tuesday, Wednesday and Thursday.
    - All the selected days from 9:00 AM to 5:00 PM.
* Add Salary for each employee and Select to add certain employee salary per month or per hour.
* Salary currency can be selected

## Browsing Documents

Ability to browse, view and/or download uploaded documents for the whole projects

# Employee Interface

System should support the below languages (Interface, Display and input fields):

* English
* Arabic

5 Types of users:

1. Admin
2. Non-Managers
3. Top Management/Owners
4. Project Management
5. Team Leaders

## Manager and Non-Manager

* Auto-Detect Average Productive hours per day and display it in the employee profile and display it in chart to get the most productive hours per day and days per month and in which task type.
* Display Assigned Projects and role in these projects.
* Browse uploaded documents for the assigned projects

## For Top Management and Project Managers

### Projects and Tasks

* Add, edit and/or delete projects
  + Confirmation message should be displayed in case of trying to delete the project that all the history of this project will be deleted and you won’t be able to retrieve it again.
* Add and/or Edit Project Budget in money
* Define Project modules delivery dates (delivery to Dev, delivery to QC, delivery to customer)
* Select Currency: (auto convert all currencies of the salary to be displayed in the budget selected currency)

### Employees Performance Reports and Charts

* Select and Assign Employee(s) to a certain project(s).
* Display Data and charts about selected employee:
  + Performance
  + Productivity
  + Availability
  + Capacity:
    - Number of assigned simultaneous projects
    - Distances between deadlines
    - Required output frequency
  + Meeting Deadlines and estimated time
  + Points earned due to:
    - Stopper issues (Points in minus)
    - Re-opened issues after solving (Points in minus)
    - Meeting Deadlines and estimated time
    - Customer recommendations
    - Initiation in his/her own type of tasks and assigned projects
    - Uploading required documents and any content to the system
* Compare between 2 and up to 4 employees according to one or all of the below:
  + Performance
  + Productivity
  + Availability
  + Capacity
  + Meeting Deadlines and estimated time
  + Points earned

## Project Charts

Show project status and progress and ability to meet deadlines

## Time Sheet

* Employee can either insert his/her start and end time for each task manually or by pressing on Start/Pause/Stop timer.
* Task title, project title, Task category (Requirements, Analysis, Design,etc…) should be inputs at for every record even if not inserted manually:
  + Default data are the last data selected in the last record by each employee.
  + Task category default selection should be the department or job category defined in the
* System should record and gather all the inserted tasks start and end times and sum each task spent hours also each project spent hours for the selected employee and for all employees
* System should calculate the total hours achieved this month and hours needed to achieve the target hours in the same month and display only the total hours achieved for the employee.
* Display the estimated days/hours left till this resource is released from that project based on the estimated time for his/her task.
* For the employee working by monthly salary and working from company location, they can either sign-in and sign-out by clicking on Sign-in and/or sign-out buttons (System detects pressing date and time and record them) or by manually inserting the time and date.
* No sign-in nor sig-out is calculated as absence day
* If only sign-in or sign-out is registered an alert should be displayed and sent by e-mail to the user at the next day.

## Uploading Required Tasks

### Uploading/Managing Requirements

Example: Trello boards, lists and cards

* Add, Edit and/or delete card
* Drag and drop card between lists
* Default list naming (Sprint1, Sprint2,…)
* Cards should be auto numbered:
  + User is asked if keeps the number when moving card or re-number according to the new location
  + Numbers should be displayed clearly on the card
* Add, edit and/or delete estimation in hours inside the card (not mandatory to save and upload requirement)
  + Display development Estimation on or beside the card (designer should define the location)
  + Number of resources to accomplish this task in the estimated time
  + Assumptions to accomplish this task/Requirement in the estimated time
  + Several types of estimations can be inserted:
    - Estimated time to create test cases
    - Estimated time to apply test cases/testing
    - Estimated time to write usermanual
    - Estimated time for content localization/translation
    - Estimated time for interface localization/translation
  + Add Estimation type (the added type should be added to the list to be used later overall the system).
  + System should instantly auto calculate the total time estimation and cost estimation
    - Time is only displayed for Top Management and the assigned Project Manager
    - Cost is only displayed for Top Management.
* Actual time should be recorded and displayed
  + Start/Pause/Stop Timer should be inside each requirement with the ability to have simultaneous usage for the same requirements for different employees with different tasks.
  + Each time record is saved to the system and is joined to the project and the employee time sheets.
* Record audio for each requirement (not mandatory to save and upload requirement).

### Upload and Manage Documents

* Upload, download, update and/or delete Project Design, UX, user manuals, Use Cases, Test Cases, Proposal, presentations.
* Generate link, copy link and share link via e-mail.

# Actions history

System should record and display all actions history and the action owner

# Notifications

All the participants should be notified by any add content to the system, unless it’s a project that not assigned to.

Notification is by e-mail and system notifications alert.

# Meetings

* Define start and end time for meetings for a selected project
* Calculate the meeting time for each of the participants, only if the participant, clicked “I’m here”
* Invite participants to the meeting by sending e-mails through the system

# Tasks

Add, Edit and/or delete task through the system, define deadline and estimated time, assigned resource

# Calendar

View selected employee calendar to know the deadlines and assigned projects

# Budget

* Red timer numbers
* Calculate money due to salaries and time estimation.
* Notification and email alert for the project manager and top management when project reaches the budget and start to exceed.

# References

## Agile Product Management tools

<https://www.indicative.com/essential-tools-product-managers/?utm_content=buffer6fb3b&utm_medium=social&utm_source=twitter.com&utm_campaign=buffer%3fref=upflow.co#projectmanagement>

## timesheet management tools

<http://www.replicon.com/>

<https://toggl.com/>

<http://www.clicktime.com/>

<http://www.capterra.com/time-and-expense-software/>

<https://www.getharvest.com/>

<https://en.wikipedia.org/wiki/Comparison_of_time-tracking_software>

<http://www.netsuite.com/portal/products/srp/timesheet-management.shtml>

<http://www.openair.com/Timesheet-Management>

<http://www.dovico.com/>