**BCD Carpentry Project**

**Requirements List**



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| --- | --- | --- | --- |
| **Version** | **Description of Change** | **Author** | **Date** |
| 1.0 | Initial | Tao Sun | 18/03/2017 |
| 1.1 | Revised | Tao Sun | 27/03/2017 |
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# INTRODUCTION

## Purpose

This document is written referring to the discussions between the client and the project team. Generally, the requirements described below are directly copied from the client’s introduction and explanation. This list aims to record the client’s original requirements and direct the compilation of requirements specification next.

## References

Documents and spreadsheets supplied by the clients. (See Appendix A)

Discussion with the clients. (See Appendix B)

# Requirements

## Goals of the HRMS (Human Resource Management System)

1. Store and present the current contractors’ information.
2. Keep past contractors’ details.
3. Keep the records of change made.
4. Only enter the info once.
5. Be able to compile individual reports.
6. Be able to print out lists e.g. phone lists, competency.
7. Somehow save scanning documents and keep a record on the database.
8. To be able to integrate into other tables e.g. jobhours, timesheets etc.
9. Staff to access limited files –some change/some not
10. Emails saved to the server.

## Description of usual work

### Responsibility of administrator

1. Uniform stock management
2. Staff details
3. Courses booked/attended
4. Qualifications
5. competency register
6. site safe photo
7. Hours/days worked
8. purchases
9. tools issued to staff from BCD
10. List of tools staff own
11. IRP/WINZ deductions letters
12. Weekly wages sheet showing (deductions, IRO, WINZ, hourly rate, w/t rate, GST)
13. Staff size
14. Debt register
15. In house policies signed & on file
16. Monthly/weekly staff attendance reports
17. Blank staff list forms

### Jobs related with accounting

1. Real time running costs
2. Assets and deprecation
3. IRP/WINZ payments
4. Weekly/monthly bank statements
5. Receipts reconciliation

### Documents related with jobs of BCD Carpentry

1. Timesheets
2. Real time running costs/expense
3. QS invoiced
4. Payments received
5. Schedule

### Details of each job

1. Hours worked by men (timesheets, days and total hours)
2. Cost of labour by men (invoices)
3. Greg hours
4. Greg cost
5. Nicole hours
6. Nicole cost
7. receipts relative to the job site
8. split % of admin costs
9. invoiced amounts
10. payment received amounts
11. QS cost of labour
12. QS additional costs (e.g. mileage, printing etc.)
13. QS hours
14. payment claim summary
15. Update years automatically in competency register

### Other things need to think about

1. some men work more than 1 site a day
2. expenses (to accountant monthly)
3. w/t for men’s pays (to accountant monthly)
4. pay sheet
5. names notes
6. phone list
7. pay rates
8. contract info
9. competency register

# Appendix A: Documents and spreadsheets supplied by the client



# Appendix B: Discussion with the client

