**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 contents 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. The detailed contents that need to be implemented in this semester will be described in the requirement specification document.

## 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 print out lists e.g. phone lists, competency.
6. Somehow save scanning documents and keep a record on the database.
7. To be able to integrate into other tables e.g. jobhours, timesheets etc.

## 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. Weekly wages sheet showing (deductions, IRO, WINZ, hourly rate, w/t rate, GST)
12. Staff size
13. Debt register
14. Staff attendance reports

### Documents related with jobs of BCD Carpentry

1. Timesheets

### Details of each job

1. Hours worked by men (timesheets, days and total hours)
2. payment received amounts
3. Update years automatically in competency register

### Other things need to think about

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

# Appendix A: Documents and spreadsheets supplied by the client



# Appendix B: Discussion with the client

