**Requirements Document**

Edited by:

Gabe Brown, Aaryan Dharashivkar, Ernie Dial, Adam Eade , Euan Hall, Abby H

Gabe Brown

**Productivity sub-system:**

* Employees will be able to manage daily tasks (individually or as a team) in their projects

**Knowledge sub-system:**

* Assist documenting knowledge
* Assist sharing info across company
* Knowledge technical or non-technical
  + Technical:
    - Software/hardware configurations
    - Technical issues and solutions to such issues
  + Non-technical:
    - Admin tasks (e.g., “How to order printer paper”)

**Languages:**

* JavaScript (Front-end)
* PHP (Back-end)
* MySQL (Database)

**System Operations:**

* To-Do list
* Manager’s dashboard to keep track of progress on projects
* How many tasks team members are currently working on
* Create “topics” and share posts on topics

**Management of Access:**

* Staff register to gain access
  + Username: staff email address
  + Password must be strong
* Existing members can invite new members of staff
* One account per staff member
* No external personnel can create an account

**System must be able to:**

* See how well tasks are allocated
* See how well projects are progressing
* See whether projects are sufficiently resourced
* See whether there are subject areas where training should be given

**Must consider data protection to stop system from being exploited to target individuals**

*Aaryan* Dharashivkar

* Produce the software using JavaScript and/or PHP programming languages with the MySQL database.
* The System should have To-Do list functionality
* Employees should be able to produce To-Do items
* There should be a Manager’s Dashboard
* Managers and team leaders should be able to keep track of the progression of projects they are responsible for.
* The new system should be able to show how many tasks a team member is currently working on.
* The User should be able to create “Topics” for specific subject areas.
* Within a “Topic”, a user should be able to create posts relevant to that “Topic”
* Access to the system needs to be managed?
* Staff must register to gain access to the system
* A user’s account must use their staff email address
* An account must be protected by a strong password
* There must be an option for an existing member to invite another member of staff to join the system.
* No staff member must have more than one account on the system
* No external personnel should be allowed to register and create an account on the system.
* Users should be able to see how well the tasks are allocated
* Users should be able to see how well the projects are progressing overall
* Users should be able to see whether the projects are sufficiently resourced to solve problems in an acceptable time
* Users should be able to see whether there are subject areas where training should be given to employees
* Users should be able to see
* There should be suitable aspects of data protection considered so the system cannot be exploited to target specific individuals.

Ernie Dial

Adam Eade

Productivity & Knowledge management sub-systems – Requires own separate page of the website to distinguish from other sub-systems. However all these sub-systems will need to be able to interact with the data that each of them use – this is where the database comes in for Part 2.

Knowledge management – Should act similarly to a forum, where users can post their knowledge on a topic. Users should be able to easily navigate this sub-system by searching for topics (e.g. hardware topics). Topic types should be restricted to a certain set of topics, but with the option to use the “other” topic so that unusual knowledge points can still be assigned.

Productivity management – Could be combined with the “to-do list” tracker so that all users have one central location to head towards for tracking their projects.

Management sub-system – available to users with access (must be assigned by login details) so that they can access all the users’ in their projects progress. I.e. Manager of project A should have access to view (NOT EDIT) the to-do list and productivity tracker of all users who are assigned to Project A (again, the user info should be stored in a database). – It may also be a consideration to give managers on the management sub-system the access to assigned other users to a project. This would suffice the requirement that the database can be externally edited so that Project Managers can begin a new project and assign users to this project without contacting someone to alter the database to give user X access to Project X.

Operations. Managers should have access to not only view the “to-do list” of members on their Project, but also the total number of members on said project.

For the prototype stage. We should assign a few users with these credentials:

PERSON 1 – Manager of Project A.  
PERSON 2 – Worker of Project A  
PERSON 3 – Manager of Project B (i.e has no workers)  
PERSON 4 – Worker of Project C (i.e has no manager)

PERSON 5 – Worker of no project (i.e freely available to be assigned to new project)

This brings along these questions:  
- What if a Manager of Project A has no workers on Project A? What do they see in the productivity sub-system and management sub-system?  
- How can a new Manager of a project be assigned? Should this be accessible without direct editing of database?  
- What is Worker of Project A has no manager? What do they see in the productivity sub-system?  
- If a worker changes projects, does the current data stored for the productivity sub-system get lost, or is it still useful?

-Can a manager change to a worker, what if this need to go back to manager role?

-Can a manager be a worker too? Can they be on different projects or multiple projects at once?

Invitation system – How will this work? More than just “sending the website” to new user. Login requirements etc. Create account possibility in Part 2? Email formatting – “Must use work email”.

Euan Hall

Operations to handle Employees

Create a list of to-do items

Show number of tasks a team member is working on

Create topics for subject areas

Share and post topics via a "Post"

Manager / team-lead

Managers dashboard keeps track of progression of project they work on

Securuity

Staff register with staff email (username)

Secure password

Existing member to invite another MOS

No more than one account per email

No external personnel

System

See how tasks are allocated

Progress Sufficiently resourced projects

Training to employess on certain subjects

Abby H

* Keep track of a to-do list.
* Allow employees to create a list of to-do items.
* Manager’s dashboard to allow managers to keep track of project progression.
* Show how many tasks a team member is working on.
  + Display how well the tasks are allocated.
* Allow users to create ‘Topics’ for subject areas.
* Allow users to create and share ‘Posts’ relevant to chosen topics.
* Allow a member of staff to register using a username (staff email address) and a strong password.
* Existing members can invite another member of staff to join.
  + No member of staff can have more than one account.
  + No external personnel can register and create an account.
* Show how well the projects are progressing overall.
* Display whether projects are sufficiently resourced to solve problems in an acceptable time.
* Display the subject areas where training should be given to employees.
  + Perhaps look at which subject areas have the least knowledge / most ‘Posts’ about needing help.

Combined

1. *­­­* The product should provide to-do list functionality
   1. Allow employees to create a list of to-do items
   2. Employees must be able to manage daily tasks both individually and as a team
2. Managers should be provided their own dashboard
   1. This dashboard should allow a manager to oversee project progression.
3. The System must be able to display how many tasks an employee is currently working on.
4. The user must be able to make ‘Topics’ for specific subject areas.
5. The user must be able to create ‘Posts’ within ‘Topics’
6. Access to the system needs to be managed
   1. Staff must register to gain access to the system.
   2. A user’s account must use their staff email address.
   3. An account must be protected by a strong password.
   4. No member of staff can have more than one account.
   5. No external personnel can register and create an account.
7. Existing members can invite another member of staff to join.
8. Users should be able to see how well the tasks are allocated
9. Users should be able to see how well the projects are progressing overall
10. Users should be able to see whether the projects are sufficiently resourced to solve problems in an acceptable time
11. Users should be able to see whether there are subject areas where training should be given to employees
12. There should be suitable aspects of data protection considered so the system cannot be exploited to target specific individua