**Employee Task Management System**

**Business Requirement Specification**

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# 1. Introduction

# Document Purpose

This document communicates the business requirements and scope for developing Employee Task Management System (ETMS). The scope of this document is to define the functional and non-functional requirements, business rules and other constraints requirements.

# Project Background

Traditional methods of task management, such as manual tracking and communication via emails or spreadsheets, often lead to inefficiencies, miscommunications, and a lack of accountability.

They often lack transparency and accountability, making it difficult to monitor progress and assign responsibility. These methods also struggle to support remote and hybrid work environments and are challenging to scale as organizations grow. To overcome the Limitation This project aims to develop an employee task management system that addresses these challenges by providing a centralized platform for task allocation, tracking, and collaboration.

# Goals of the project

The primary goals for an employee task management system is to improve task allocation and tracking, enhance productivity, efficiency, and facilitate effective communication. Ensuring seamless communication between Employees and Manager. Implement features that provide employees with clear task expectations, recognition for completed work, manages the deadline and opportunities for feedback. This system will ensure tasks are efficiently allocated based on employee skills, availability, and project priority.

# Customers and Stakeholders

**Customers:**

Employees:

End users who interact with the system to view tasks, update task status, and communicate with managers.

Managers:

Users who use the system to assign tasks, track progress, manage performance, and communicate with employees.

Administrators:

Users who maintain and manage the system, including user account management and system configurations.

**Stakeholders**

* + - Corporate Firms

# 2. Business Requirements Overview

* Employe Management System is the private web application.
* Within the system, there are three main user types: Administrators, Managers, and Employees.
* Managers have the ability to assign tasks to Employees, and these tasks can be viewed by the Employees in the web portal.
* Employees can easily access the web portal to view the tasks assigned to them, allowing for better coordination and improve productivity.
* Employee Task Management System provides the functions which connect the Manager and the Employee efficiently.
* Employee Task Management System is maintained by Administrator.

# 3. Functional Requirements Overview

Employe Management System consists of three modules described as below.

1. Administrator Module
2. Manager Module
3. Employee Module

# 3.1 Administrator Module

* Manage user accounts (create, update, delete).
* Access and manage all system data and reports
* Ensure System Security

# 3.2 Manager Module

* Assign tasks to Employees
* View and manage assigned tasks
* Generate and view reports related to employee performance
* Manager can keep logs of all Employees

# 3.3 Employee Module

* View Assigned tasks
* Update task status and provide progress updates.
* Communicate with the manager regarding task details.

# 4. Non-functional Requirements

* The website should use professional design, look and feel and color scheme.
* The system should be designed for easy maintenance and updates.
* The System should be user friendly
* The system should be designed in such a manner that user will be able to complete tasks in minimum number of steps.
* The System Should be Responsive