**System Requirements**

**P05: HR MANAGEMENT SYSTEM**

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| **Content** | **Totals** | **Obtained** |
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| Late submission penalty | -20 |  |
| **Grand Total** | **100** | **68** |

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# Introduction

The Human resource management system Covers many HR aspects from application to management to promotions. The software keeps track of an organization’s employees and provides analytics of their performance using relevant KPIs. The objective of this software is to supplement the work of HR managers by providing detailed statistics for each employee (entered by their department head).The software will also be able to scan resumes of potential candidates to help locate individuals for open job positions in the company.

# System Actors

| **Actor Name** | **Description** |
| --- | --- |
| HR manager | Will have access to information and statistics of all employees. |
| System Administrator | The manager of the website |
| Dept head | Will have access to the information of employees in their own department and will be able to enter information regarding each employee |
| Employee | Will have access to their information/analytics dashboard |

[Employees should also be in the actor list of the system. I doubt if you will find any modern HR system where employees cannot access their information.]

# Functional Requirements

[The scope of your application is rather small. I would suggest you to look at some existing HR management systems. A simple Google search will provide you with a lot of information. To me, your current set of requirements appear to be quite simple—your applications appears to be a CRUD application. Even if you want to focus on recruitment and performance appraisal modules, there is a lot more features that can be added.

You may also consider building a hiring portal.]

| **Requirements** | |
| --- | --- |
| **Sr#** | **Requirement** |
|  | **HR Manager** |
| **1** | I want to be able to view monthly/quarterly employee performance statistics (completion of task on time, task quality, behaviour rating ) |
| **2** | I would like to send my emails straight through the system |
| **3** | I want to add new employees to the database |
| **4** | I want the system to be able to filter out potential candidates for a job and rank their resumes for me. |
| **5** | I want the system to use the CV scanner to parse an employee’s resume. |
| **6** | I want to be able to transfer/promote/terminate employee roles from the system |
| **7** | I want to see company statistics such as the number of active employees, latest news , new hires, open job vacancies and more. |
| **8** | I want to have access to a timeline to see when changes to compensation occurred during an employees lifetime |
| **9** | I want to be able to search employees through filtering (by department, skills, education etc) |
| **10** | I want to monitoremployees’ working hours and absences, vacation and sick leave accruals and job contract terminations. |
| **11** | I want to have access to the company organization hierarchy |
| **12** | I would like to be able to add news and announcements (e.g., about new job postings) |
|  | **Department Head** |
| **2** | I want to be able to search the content of database for the employees who are under my coverage |
| **3** | I want to be able to view monthly/quarterly employee performance statistics (completion of task on time, task quality, behaviour rating ) - Employee KPI tracking (e.g., open/completed tasks, overtimes). |
| **4** | I would like to send my emails straight through the system |
| **5** | I would like to approve or reject employee requests |
| **6** | I want to have access to a timeline to see when changes to compensation occurred during an employees lifetime |
| **7** | I want to be able to add comments for each employee to describe their achievements and flaws |
| **8** | I want to be able to search employees through filtering (by department, skills, education etc) |
| **9** | I want individual employee performance reviews to be scheduled automatically and for employees to be notified in advance about them. |
| **10** | I want to monitoremployees’ working hours and absences, vacation and sick leave accruals and job contract terminations. |
|  | **Employee** |
| **1** | I want to be able to put in requests for sick days, personal days, vacation days, and volunteer hours |
| **2** | I want to be notified about the approval or rejection of my request |
| **3** | I want to view my own performance statistics through my dashboard |
| **4** | I want to have access to visualized reports of all my performance reviews |
| **5** | I want to have access to easy answers to employees’ common HR-related questions. |
|  | **System Administrator** |
| **1** | I want to have administrator level access to the system and its database. |
|  | **All Actors** |
| **1** | I want to login & from the system with my username and password. |
| **2** | I want to see the appropriate user interfaces after logging in (according to my role) |
| **3** | I want to have access to automated notifications (eg: contract expiration) |
| **4** | I would like to be able to read recent news and announcements (e.g., about new HR policies) |

# 3.Non-functional Requirements / Quality Attributes

| **Sr#** | **Requirements** |
| --- | --- |
| 1 | The system shall not fail more than 3 times every 24 hours. In case of a failure, the system should restore to normal operations within 5 minutes of a failure. |
| 2 | Any interaction between the user and the system must have a maximum response time of 4 seconds. In cases where more time is required by the system, the system must display the progress |
| 3 | Personal data of employees shall only be available to the HR manager and System Manager. |
| 4 | Sensitive information of employees such as passwords and personal information shall be encrypted and must not be available to anyone except the system administrator. |
| 5 | The number of the simultaneous users of the system can accommodate shall be 50 |
| 6 | Only 5000 employees can be added to the database.  [You should mention numbers here. When you say addition in database, does it mean database users or application users?] |
| 7 | The system shall be reliable i.e information entered should be stored successfully. |
| 8 | System shall distinguish authorization levels based on the actor  Authorization levels will be hierarchical ( e.g Dept heads will be able to access information of their subordinates and the subordinates will be able to access data of the employees working under them respectively.)  [Elaborate authorization.] |
| 9 | The software shall be used on PCs and be functional via the internet using all major web browsers i.e Safari, Chrome and Firefox  [Do you think your system will work on all web browser? Will you test your system on all the web browsers?] |
| 10 | The website shall display errors/notifications in cases of failures  For unexpected failures the users should be notified and they should be able to go back to the previous page.  [Why do you think, it is a non-functional requirement?] |
| 11 | At least 20% of the processor and RAM capacity shall be unused at peak load periods.  [Storage capacity or RAM?] |

# Who Did What?

| **Name of the Team Member** | **Tasks done** |
| --- | --- |
| Yousuf | Introduction and Non-functional requirements |
| Ali Adnan Arif | functional requirements |
| Talha Nasir | System actors and functional requirements |
| Aamina | Non-functional requirements |
| Javeria | Non-functional requirements |

# Review checklist

Before submission of this deliverable, the team must perform an internal review. Each team member will review one or more sections of the deliverable.

| **Section** **Title** | **Reviewer Name(s)** |
| --- | --- |
| Introduction | Javeria, Talha |
| Actors | Yousuf, Aamina |
| Functional Requirements | Adnan, Javeria |
| Non-functional requirements | Talha, Yousuf |