* Project Name: Attendance and Leave Management System
* Version: 1.0
* Date: 2023-07-04

1. Objective

The objective of the Attendance and Leave Management System is to provide a centralized platform for employees to mark their attendance, view their leave balance, and apply for leave. The system will also allow HR representatives to manage leave requests, generate reports, and track attendance patterns.

2. Target Audience

The target audience for the Attendance and Leave Management System is employees and HR representatives.

3. Functional Requirements

The Attendance and Leave Management System will provide the following functional requirements:

* Employees will be able to mark their attendance as Work from Home (WFH) or Work from Office (WFO) based on the assigned roster.
* Employees will be able to mark their attendance for a single day or multiple consecutive days.
* Employees will receive a reminder alert email if they forget to apply attendance for a particular day.
* HR representatives will be able to upload the roster for hybrid employees, specifying their WFO and WFH days.
* HR representatives will be able to add new employees to the organization either through a form or by bulk uploading their details using a CSV/Excel file.
* HR representatives will be able to manage all the leave applications submitted by employees.
* Employees will be able to view their leave balance.
* Employees will be able to view their leave balance while applying for leave.
* Employees will receive a notification email when their leave application is approved or rejected.
* Employees will be able to view their personal details in their profile.
* HR representatives will have access to month-wise reports that provide an overview of the total present and absent employees.
* HR representatives will be able to generate attendance reports for individual employees.
* HR representatives will be able to access reports that display the mapping of employees and their reporting managers.
* HR representatives will be able to generate reports on the attendance of managers' reportees.
* HR representatives will be able to download reports in CSV, Excel, and PDF formats.

4. Non-Functional Requirements

The Attendance and Leave Management System will meet the following non-functional requirements:

* The system will be accessible to employees and HR representatives from anywhere with an internet connection.
* The system will be available 24/7.
* The system will be secure and protect the confidentiality of employee data.
* The system will be easy to use and navigate.

5. Assumptions and Constraints

The following assumptions and constraints have been made for the Attendance and Leave Management System:

* The system will be implemented using a cloud-based platform.
* The system will be developed using the latest version of the Java programming language.
* The system will be integrated with the organization's existing HR system.

6. Success Metrics

The success of the Attendance and Leave Management System will be measured by the following metrics:

* The number of employees who use the system to mark their attendance.
* The number of leave applications that are submitted and processed through the system.
* The number of reports that are generated by the system.
* The satisfaction of employees and HR representatives with the system.

7. Next Steps

The next steps for the Attendance and Leave Management System are to:

* Develop a detailed technical specification for the system.
* Develop a prototype of the system.
* Conduct user acceptance testing.
* Deploy the system to production.