Clearance Management System

Developed by Habtamu Bitew at Bahir Dar University

Overview

- Clearance Management System facilitates the process of managing clearance requests within an organization.
- It involves several roles: Admin, Bosses, Employees, Stakeholders, and Sub-stakeholders, each with specific permissions and responsibilities.

Actors and Permissions

1. Admin
   Create, Read, Update, Delete:
   - Admins
   - Bosses
   - Employees
   - Stakeholders
   - Locations
   - Assign:
   - Stakeholder locations

Actors and Permissions

2. Bosses
   - Profile Management:
     - View and update their own profile
     - Change password
   - Clearance Management:
     - Read and view employee requests for clearance
     - Approve or deny clearance requests from employees

Actors and Permissions

3. Employees
   - Profile Management:
     - View and update their own profile
     - Change password
   - Clearance Requests:
     - Submit clearance requests to bosses
     - If approved, receive a clearance page and submit clearance check request for stakeholder
     - After all stakeholder approvals, submit request for final approval for high-priority stakeholders
     - Upon final approval, receive a certificate to leave the organization

Actors and Permissions

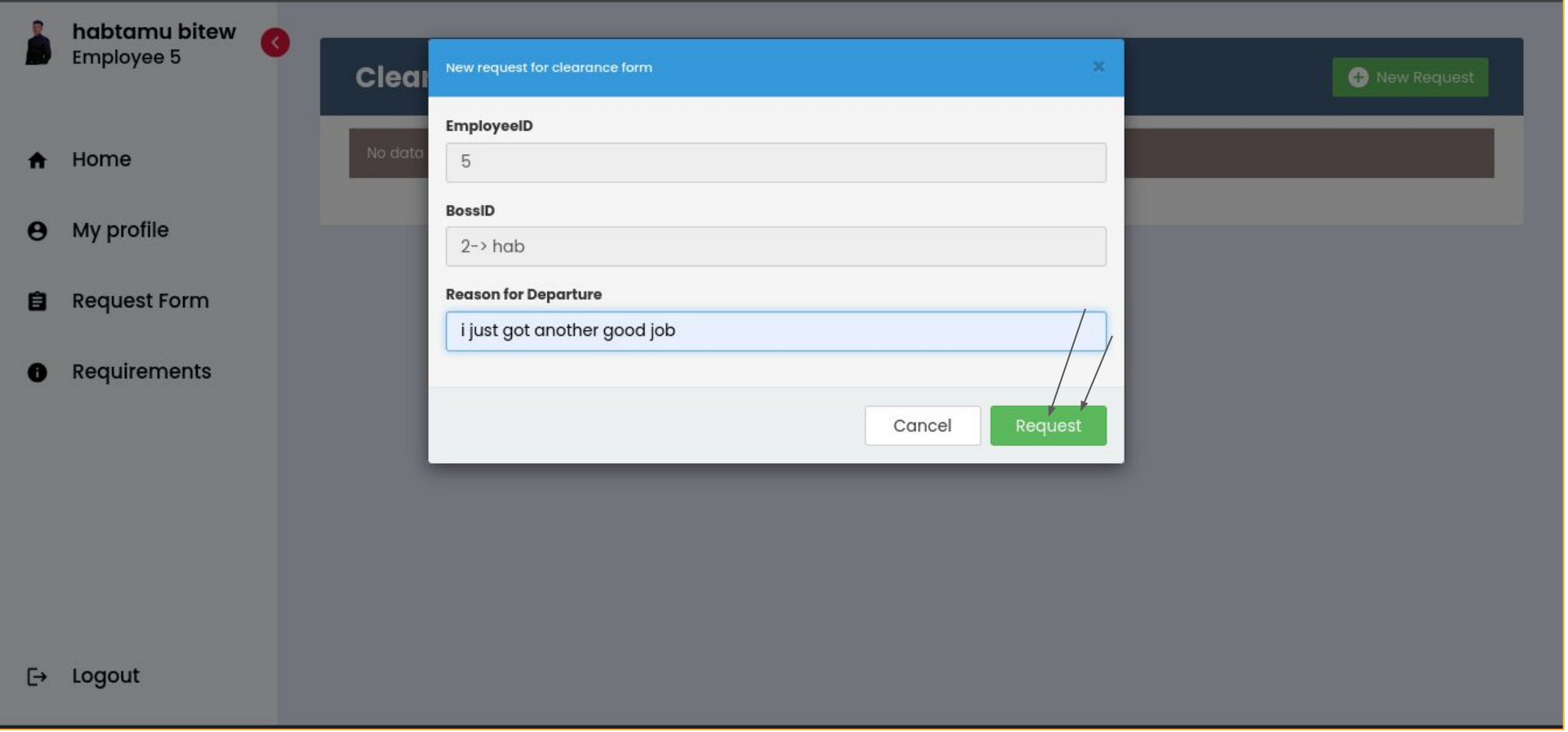
4. Stakeholders
   - Types:
     - High-priority
     - Low-priority
   - Profile Management:
     - View and update their own profile
     - Change password
   - Clearance Management:
     - Low-priority: Receive and approve/deny employee clearance checks
     - Create sub-stakeholders to manage requests
     - View sub-stakeholder decisions
   - Final Approval
     - High-priority stakeholders review and approve final clearance requests

Actors and Permissions

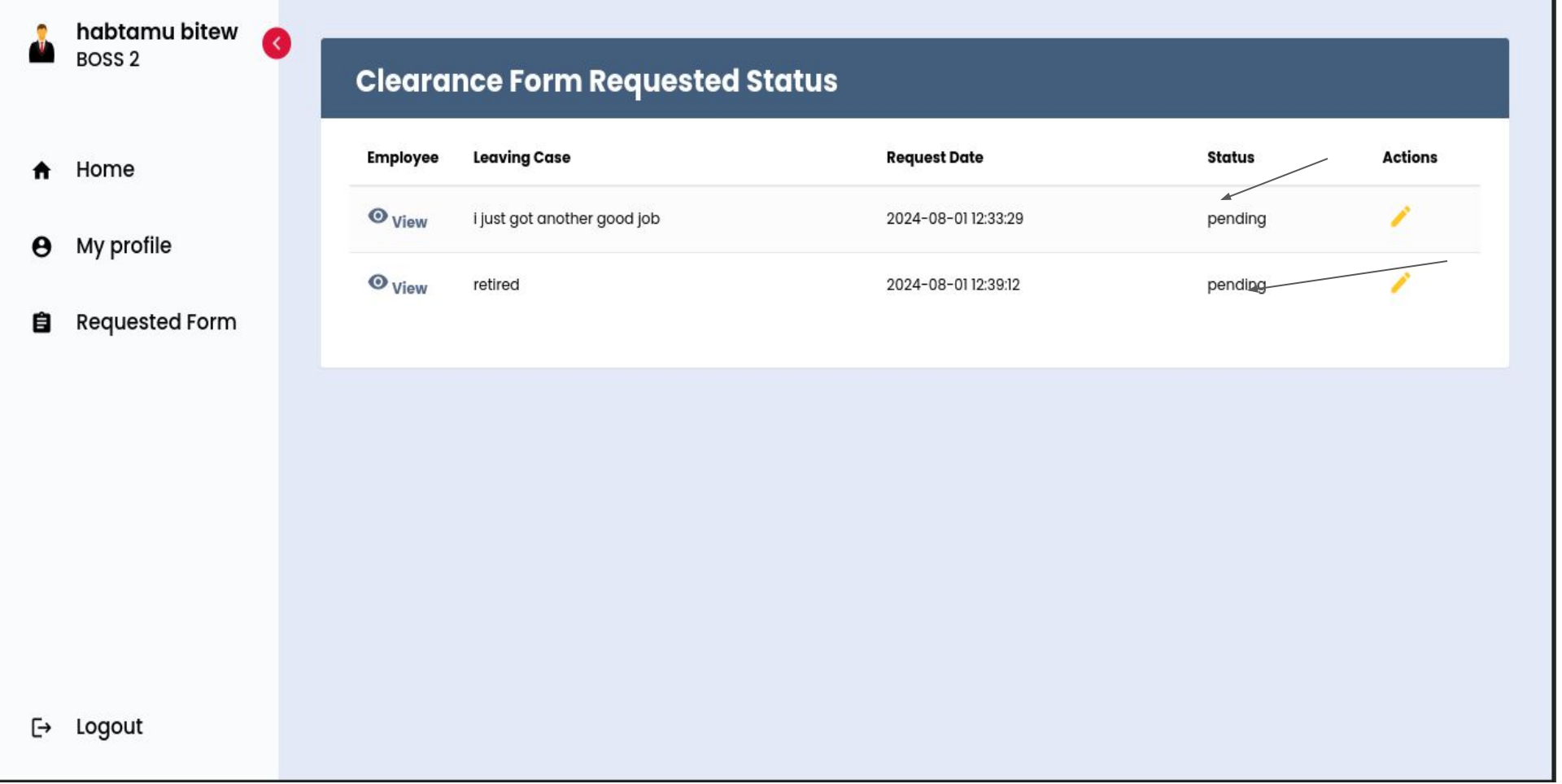
5. Sub-stakeholders
   - Profile Management:
     - View and update their own profile
     - Change password
   - Clearance Management:
     - Approve or deny clearance requests from employees as assigned by stakeholders

Workflow Summary

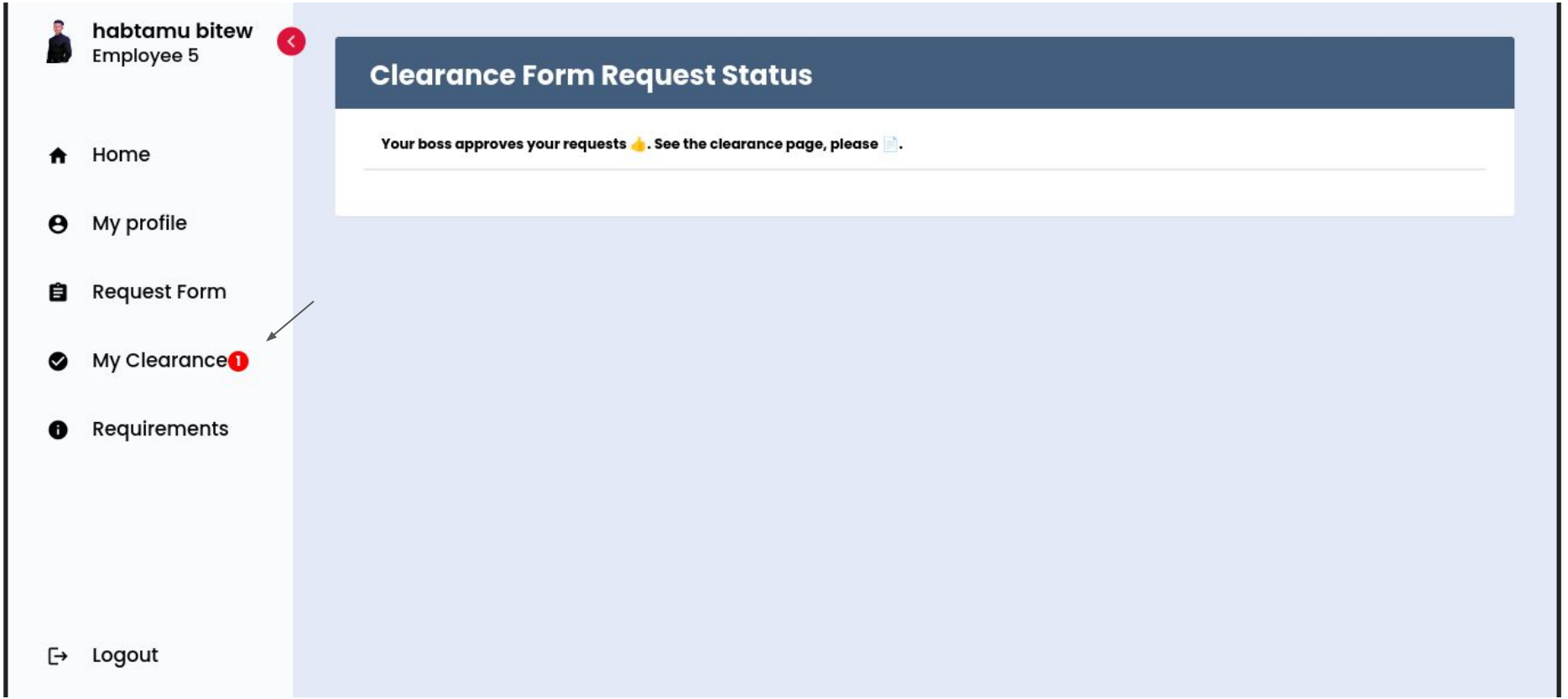
1. Employee Initiates Request: Employees submit clearance requests to their bosses.
2. Boss Approval: Bosses review and approve or deny the requests.
3. Stakeholder Review:
   - Low-priority stakeholders review requests.
   - Sub-stakeholders can assist in this process.
4. Final Approval: High-priority stakeholders(HR) conduct the final review and approval.
5. Completion: Once approved, employees receive a certificate indicating clearance to exit the organization.



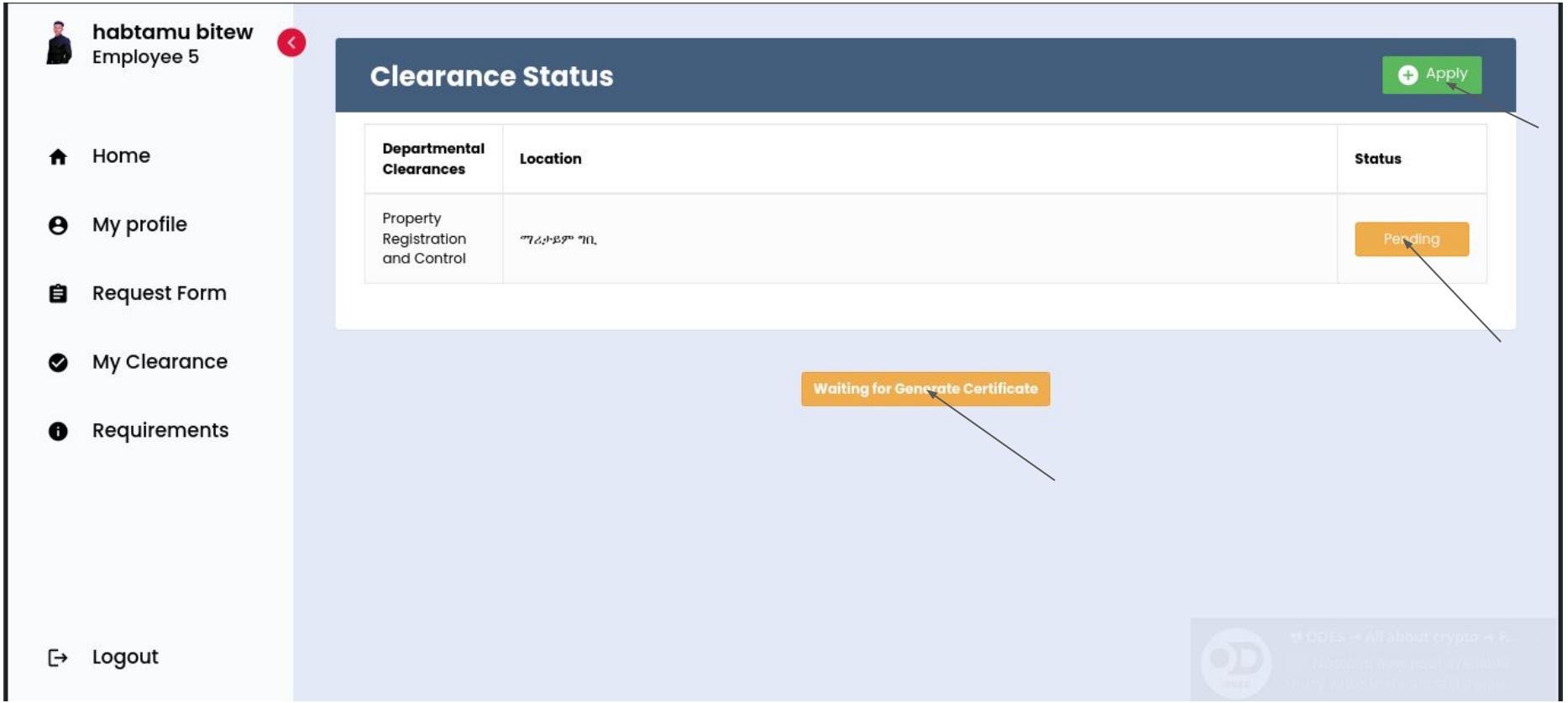
Employees submit clearance requests to their managers.



Managers review the requests and either approve or reject them.

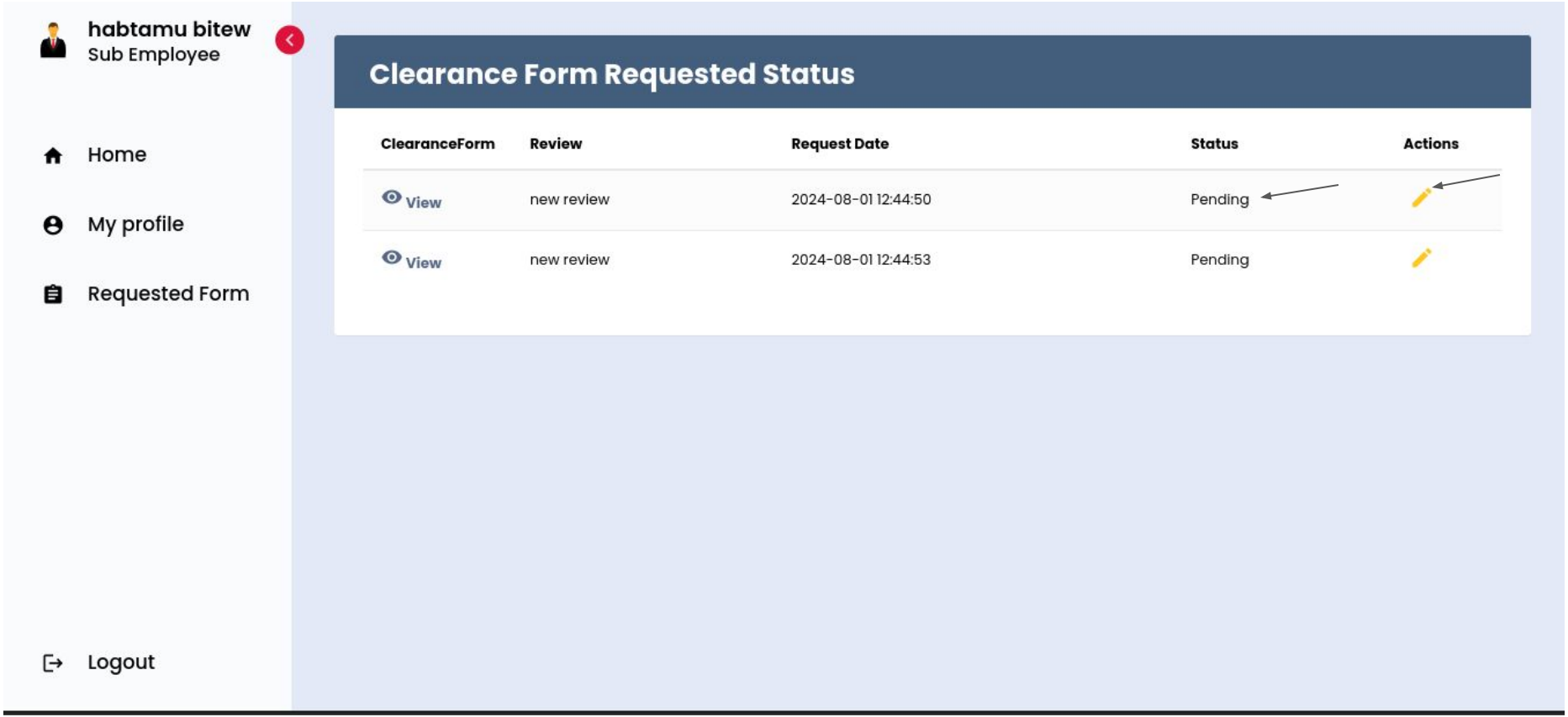


Employees check their manager's approval status.

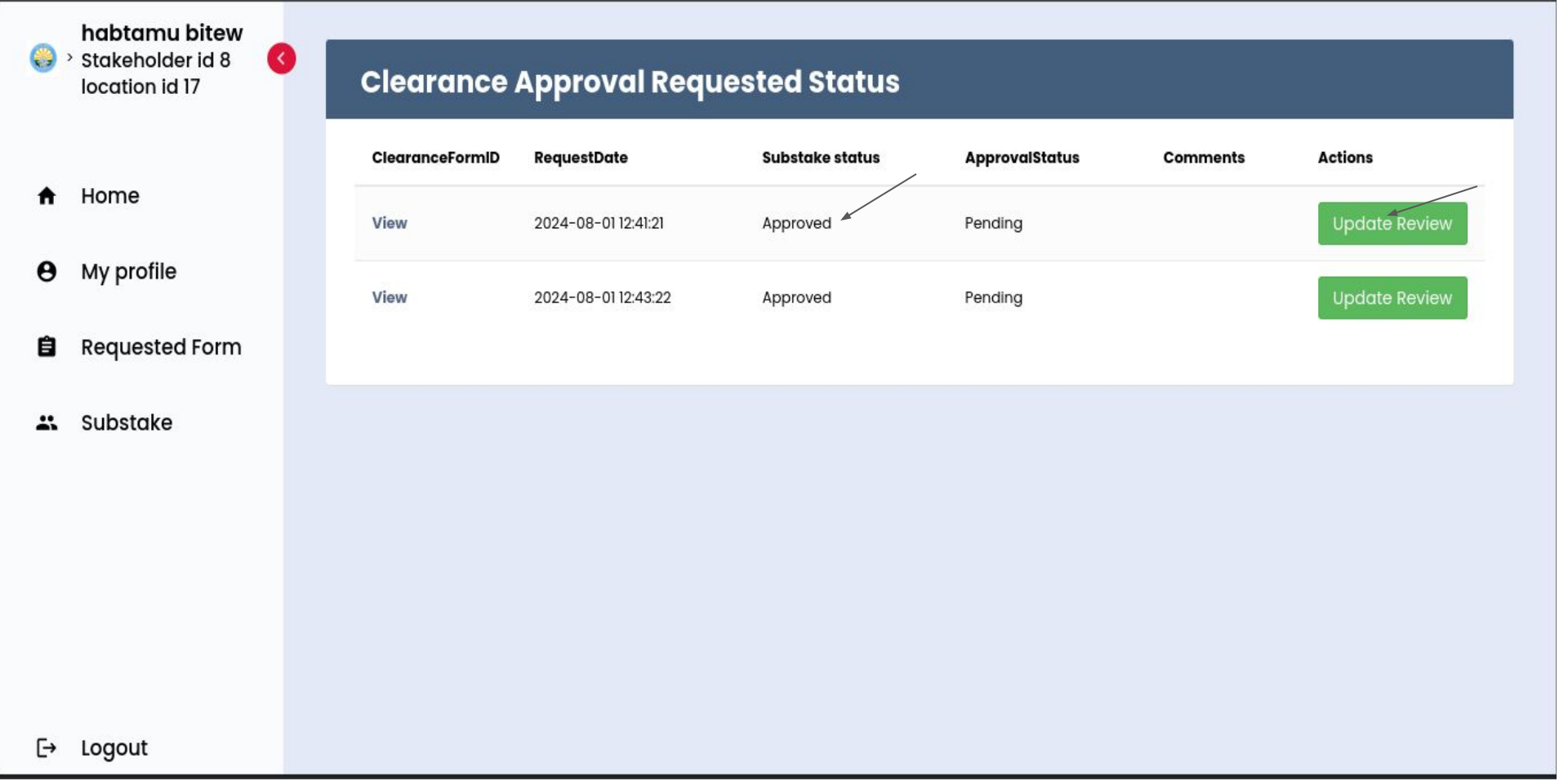


Employees submit clearance requests for stakeholder review and await approval.

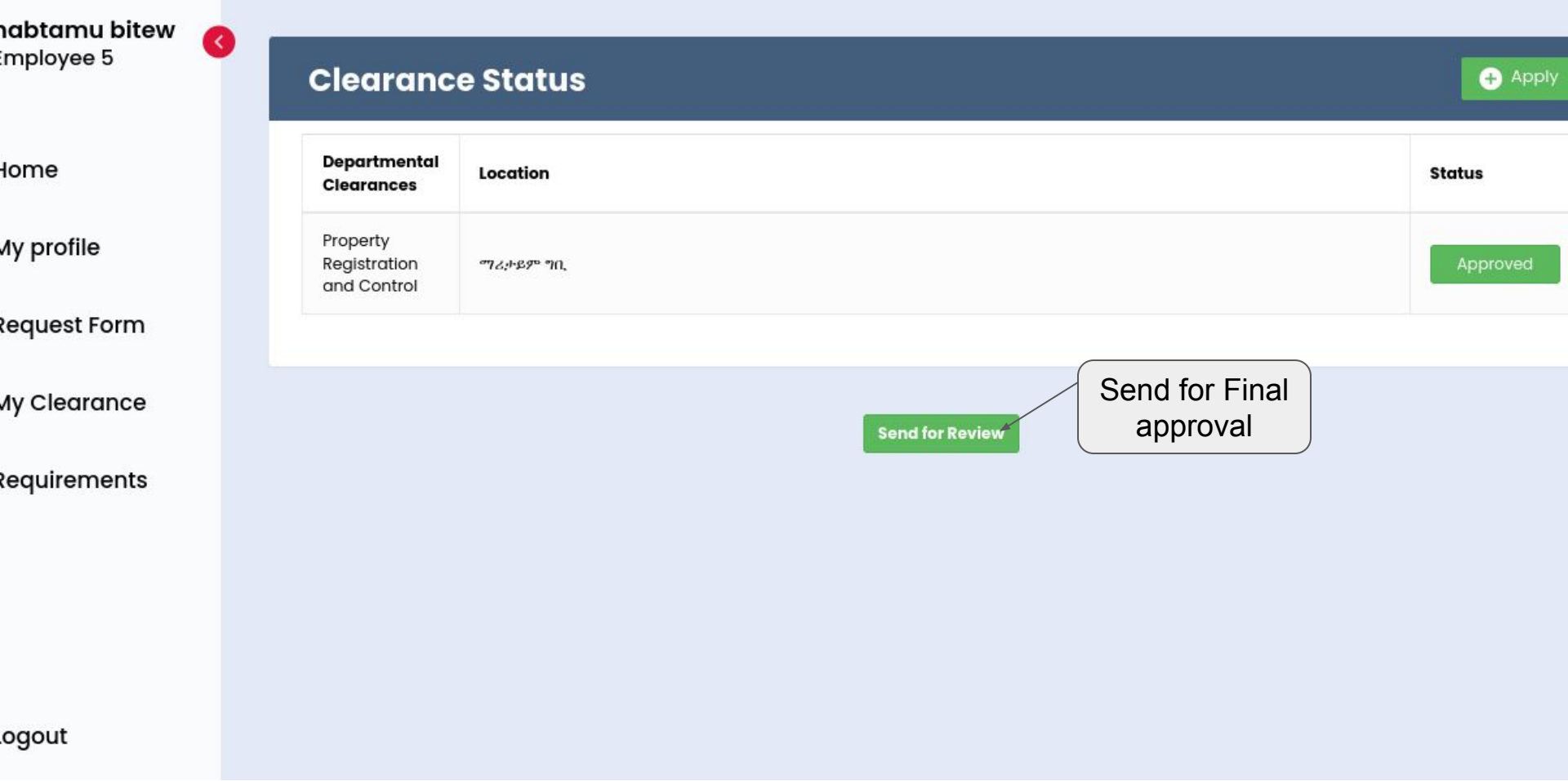
Stakeholders review the clearance requests and forward them to their sub-stakeholders for further review.



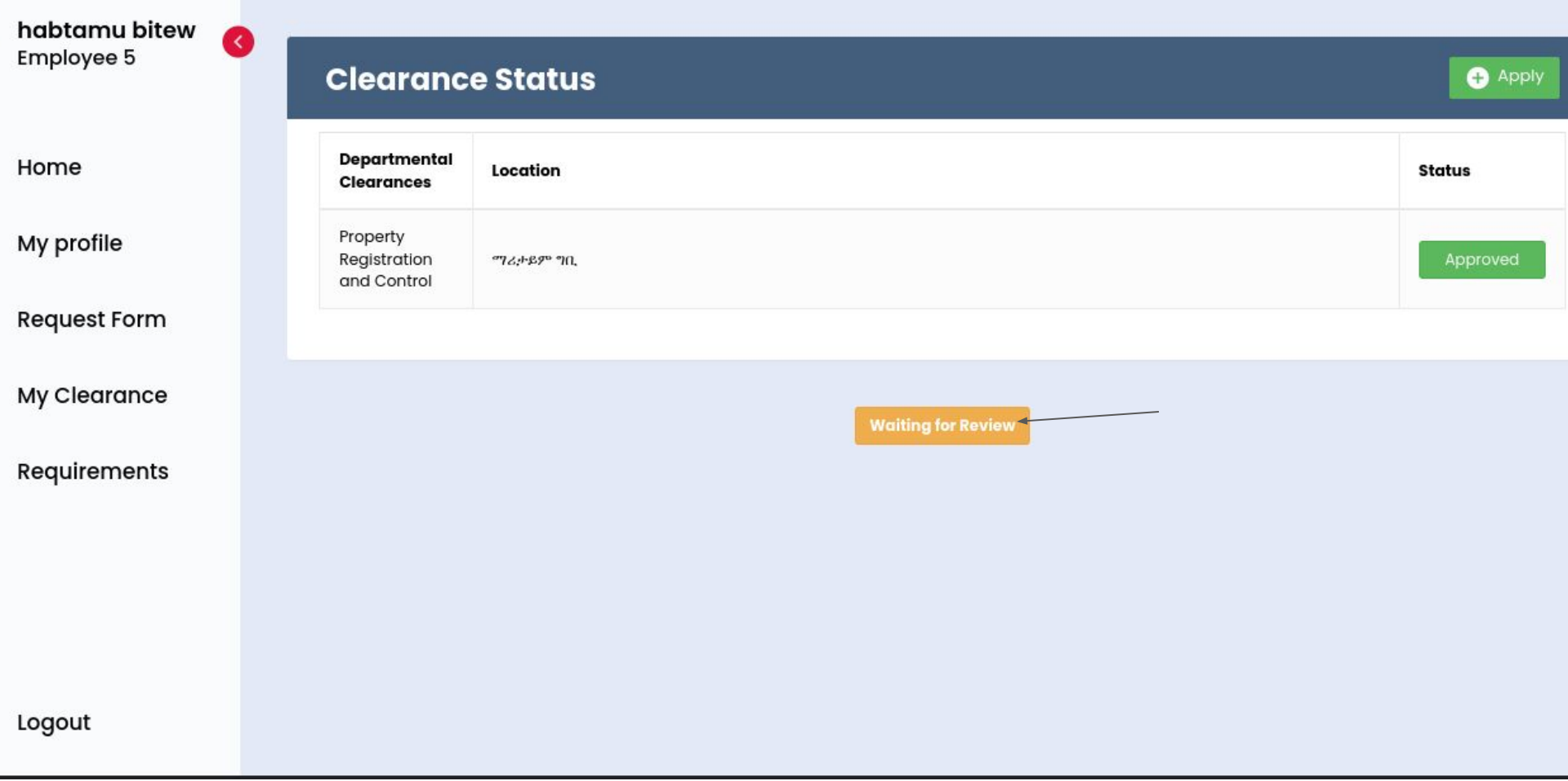
Sub-stakeholders review the requests and provide their approval.



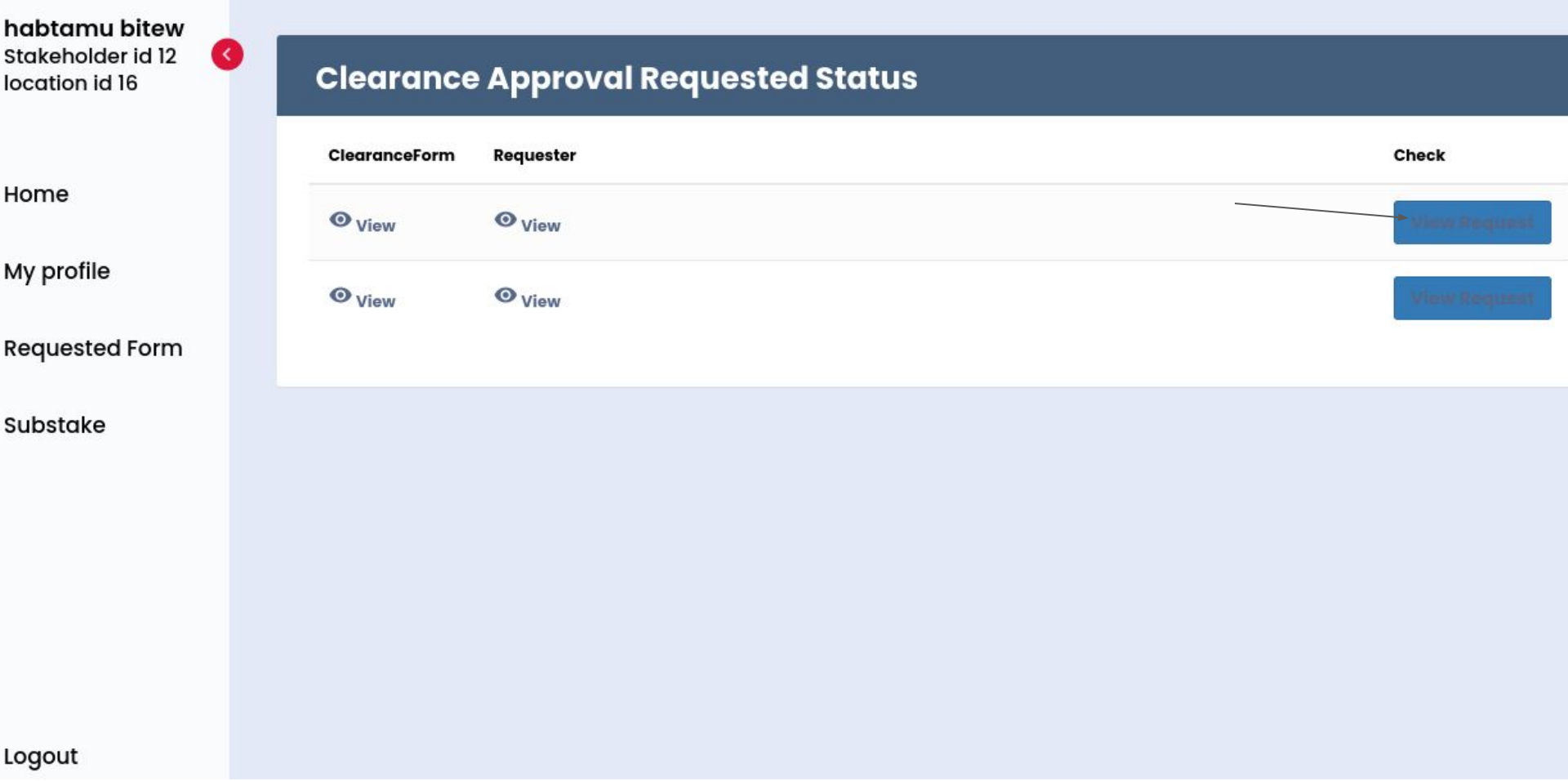
Stakeholders receive approvals from their sub-stakeholders and make the final decision on the employee's clearance.



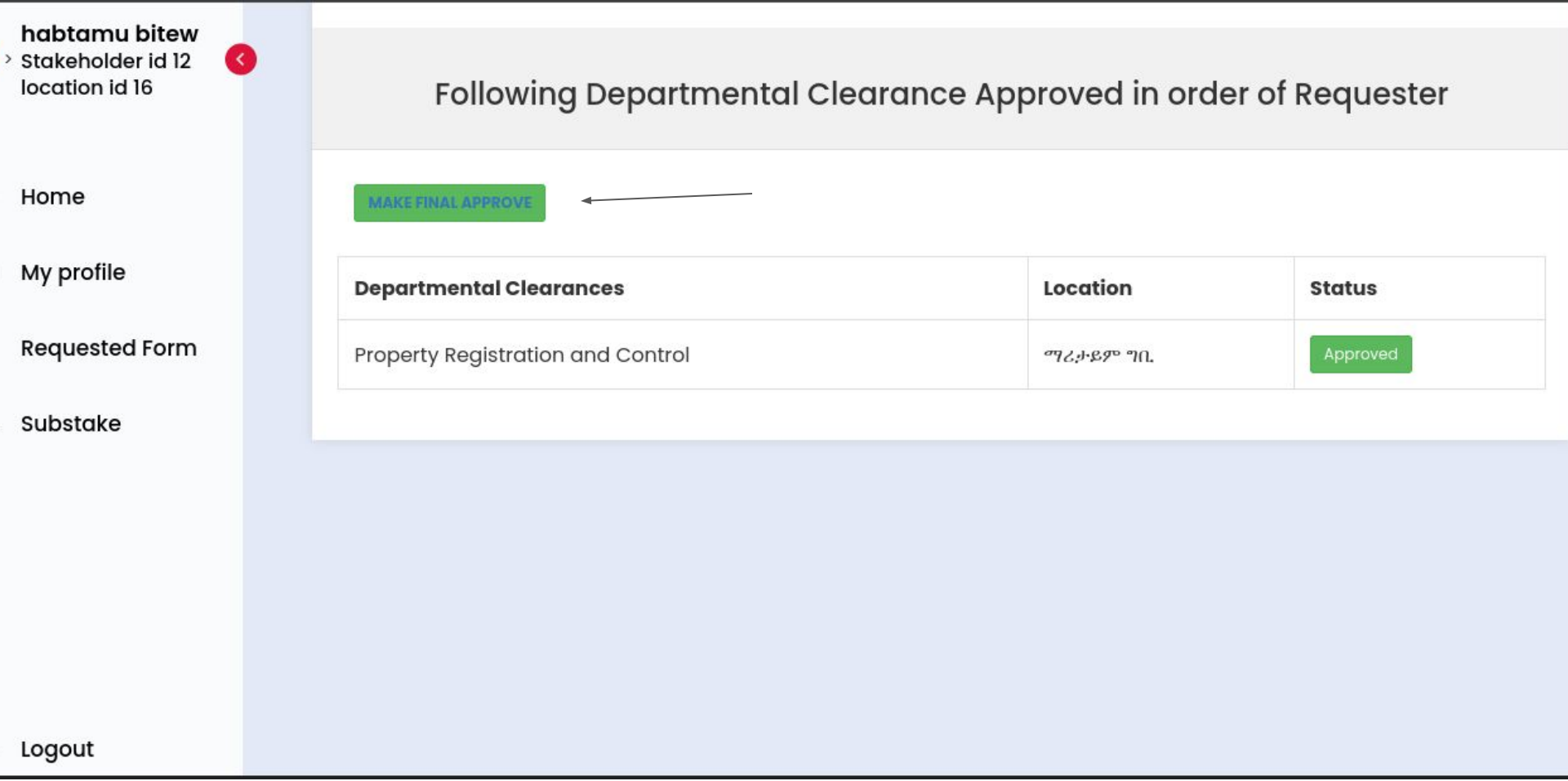
Employees can see that their request has been approved by the stakeholders.



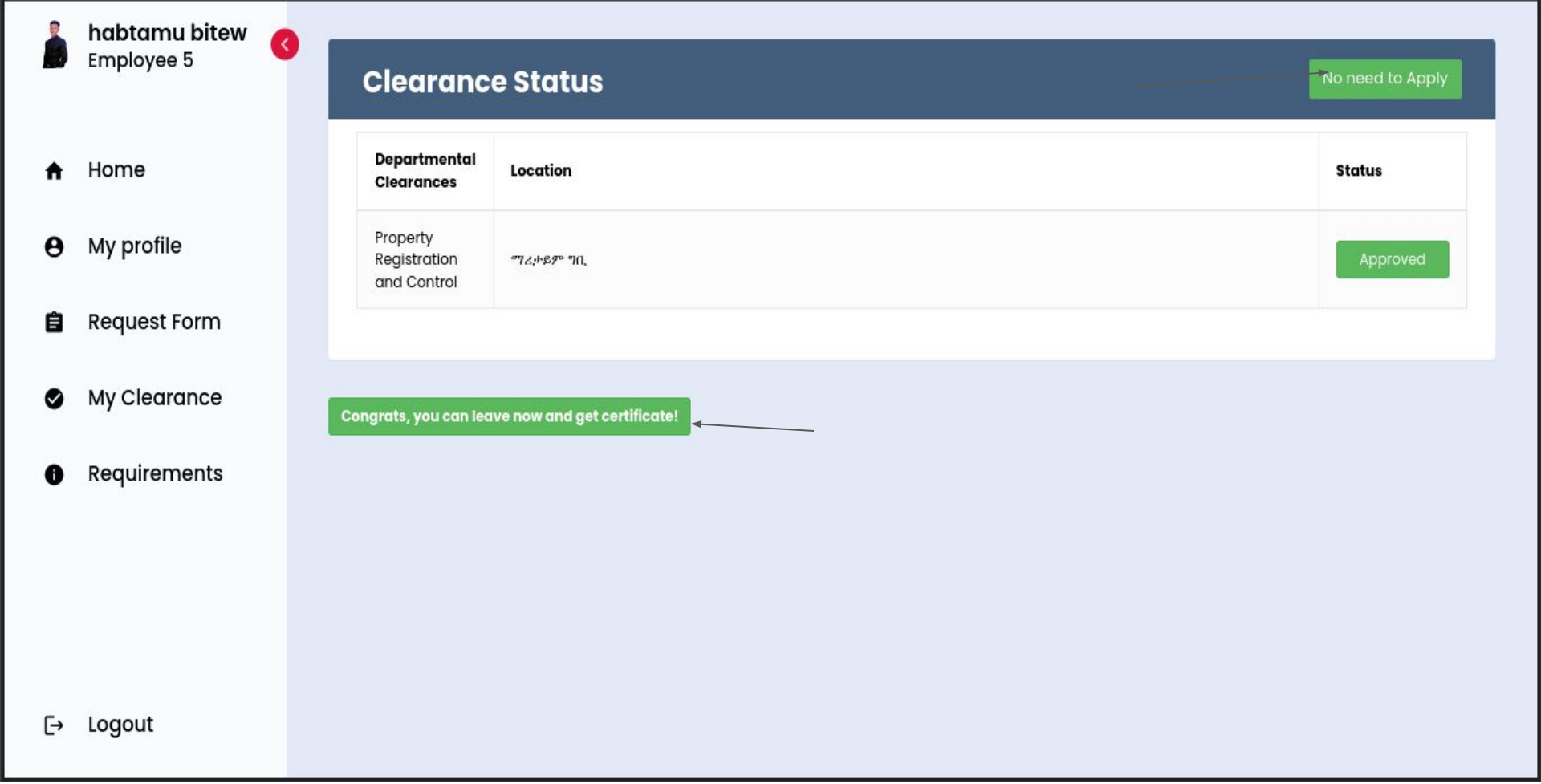
Employees waiting for hr department to review all approves



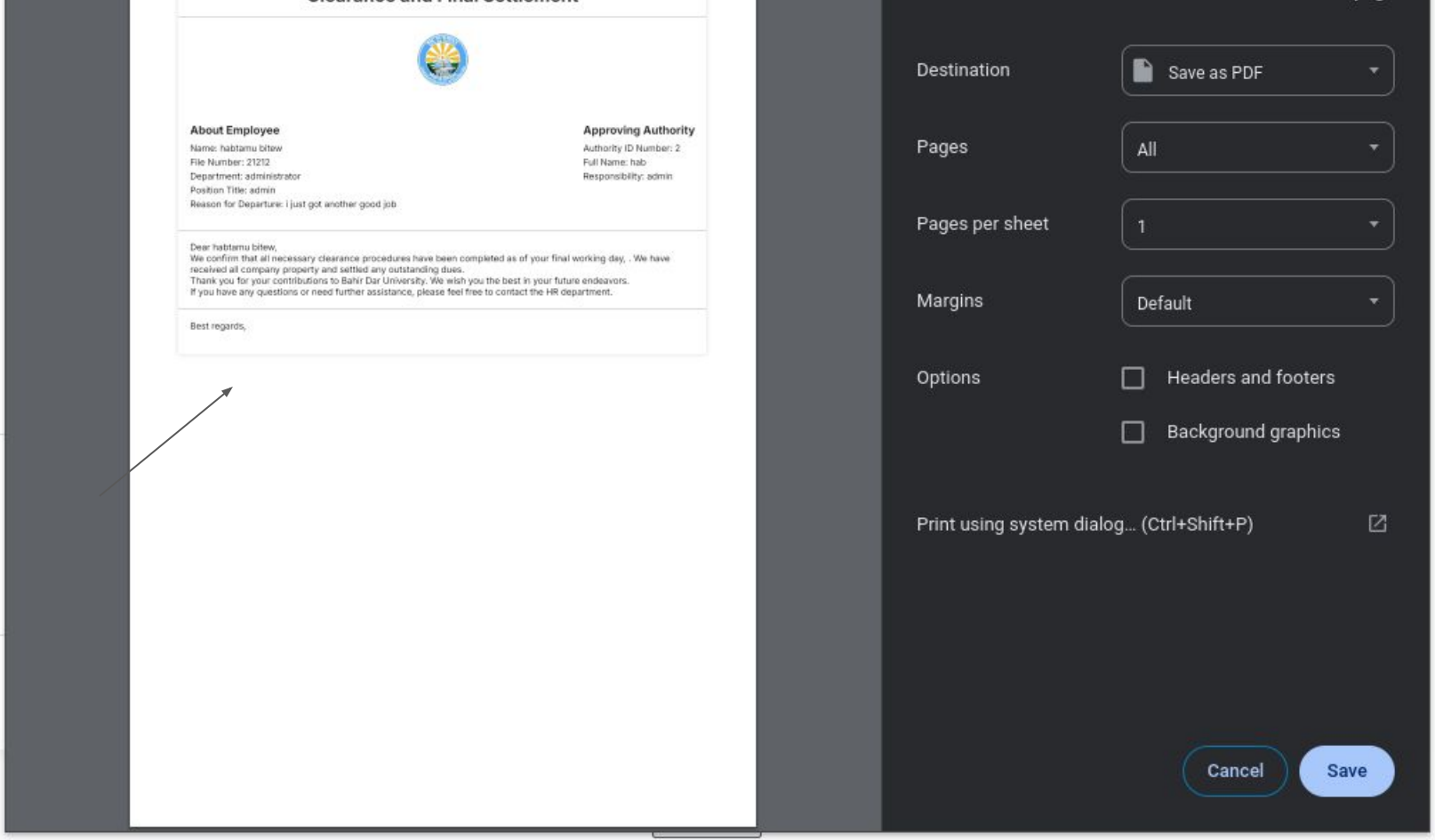
Human Resources (HR) receives the final review for approval.



HR receives the final review and makes the ultimate approval.



The employe views the hr review and approves



And finally the employee can get certificate and leave the organization

Thank You