

Appendix B

User Stories

User Story 01

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|--|--------------------------|----------------------------|
| Title: Manage Billing Information | Priority: High | Estimate: 20 hrs |
| User Story: As a professional parent, I want to be able to pay childcare fees and manage billing information through the platform. | | |
| Acceptance Criteria: Given a parent user logged into the platform, when I navigate to the billing section and select the option to pay childcare fees, Then I should be presented with a secure payment gateway where I can enter payment details and successfully complete the transaction. | | |

User Story 02

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| Title: Enrollment of first child | Priority: High | Estimate: 20 hrs |
| User Story: As a new parent I want to enroll my first child into the childcare center through the application. | | |
| Acceptance Criteria: Given a create account option, I can then feed all information required and enroll my child and get an admission number. | | |

User Story 03

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| Title: Search for centers | Priority: High | Estimate: 20 hrs |
| User Story: As a new immigrant parent, I need to search for a childcare center. | | |
| Acceptance Criteria: It is needed to select the area of preference and the center among many options registered and available. No. Of seats available and the profiles of teachers should also be visible once a center is chosen. | | |

User Story 04

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| Title: Report visibility | Priority: High | Estimate: 20 hrs |
| User Story: As a general parent, I require daily reports of the child. | | |
| Acceptance Criteria: Once logged in, you should show the child's profile and there should be an option to view the latest report sent under new messages. This should include whatever parents requested for viewing such as photos/videos or a general message from staff regarding a child's current update. | | |

User Story 05

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|---|--------------------------|----------------------------|
| Title: Food Preference | Priority: High | Estimate: 20 hrs |
| User Story: As a Parent I want to customize food menu according to my child | | |
| Acceptance Criteria: Once logged in, there should be a place to enter any allergies the child has. Also, we should be able to choose if the child is vegetarian, non-vegetarian. If a parent wants to send food from home the respective option will be chosen. | | |

User Story 06

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|--|--------------------------|----------------------------|
| Title: Job search | Priority: High | Estimate: 40 hrs |
| User Story: As a caretaker I need to search for new employment around me. | | |
| Acceptance Criteria: I should be given an account creation option and once logged in I can choose my preferred location and all centers with vacancies should be shown. Given the option of filling in an application form and submitting it, I should be able to track the status of application. | | |

User Story 07

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| Title: Payments | Priority: High | Estimate: 50 hrs |
| User Story: As an existing staff, I require to view payment information | | |
| Acceptance Criteria: Given the option to log in to my account, I should be able to see my current and previous pay slips saved and worked hours information. | | |

User Story 08

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|---|--------------------------|----------------------------|
| Title: Courses | Priority: High | Estimate: 25 hrs |
| User Story: As a caretaker I want to be able to access resources and training materials available to enhance my skills and qualifications. | | |
| Acceptance Criteria: Under the option courses, the available training materials should be shown so that I can complete step by step training necessary for my level as a caretaker. All my previously completed ones should be saved within my account. | | |

User Story 09

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| Title: Update profile - Qualifications | Priority: Medium | Estimate: 16 hrs |
| User Story: As an existing staff I require to update my profile electronically without handing over physical documents. | | |
| Acceptance Criteria: Once logged in to my profile, an update option should be visible to edit my personal details at any time. | | |

User Story 10

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|--|----------------------------|----------------------------|
| Title: Feedback and Review | Priority: Medium | Estimate: 32 hrs |
| User Story: As a professional parent, I want to rate and provide feedback on my childcare center's services and staff. | | |
| Acceptance Criteria: Given that I am logged into application and have access to the feedback and rating feature. Then I should be able to provide feedback and rating for any activity or any member of staff. When I submit my rating, it should be recorded for review page. | | |

User Story 11

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| Title: Post new job openings | Priority: Medium | Estimate: 24 hrs |
| User Story: As a management user, I want to post current job vacancies and availability metrics | | |
| Acceptance Criteria: Given access to the management dashboard and when I navigate to the vacancies section then I should be able to insert new job vacancies with details like job title, job description, required qualifications and availability metrics and these posting should be visible to job seekers in that application. Additionally, I need to update and delete existing posts. | | |

User Story 12

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| Title: Handle staff attendance and schedule | Priority: High | Estimate: 12 hrs |
| User Story: As an administrator in Childcare Center, I want to be able to track and manage staff attendance and schedule through this application. | | |
| Acceptance Criteria: Given access to the administration dashboard and when I navigate to the staff attendance and scheduling section, I should view calendar which display staff schedule. I should be able create, edit and delete schedules and assign new tasks to staff members. Addition to that I need to track attendance recording and option to generate attendance reports. | | |

User Story 13

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| Title: Daily Time Keeping and verify In/out records | Priority: Low | Estimate: 8 hrs |
| User Story: As an employee, I want to record my in/out time daily, so that I can ensure the accurate record of daily time keeping | | |
| Acceptance Criteria: Once logged into my profile, I should be able to see the recorded time in and time out for the working days, Then I would be able to accurately calculate the hours worked for the day and if any mismatch I can comment or inquire about it. | | |

User Story 14

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| Title: Employee empowerment: Managing Availability and Leave Options | Priority: Medium | Estimate: 16 hrs |
| User Story: As an employee, I want to have control of my availability and leave options, so that availability should be updated accordingly. | | |
| Acceptance Criteria: Once Logged into my profile, should be able to view and modify the availability, leave options, and specify their preferred days and times for work, then if the employee needs to request a leave, should be able to choose the type of leave and specify the dates. They should receive a confirmation message indicating the request has been received and should be able to track the request's status. | | |

User Story 15

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| Title: Admin user notifications: Enhancing communication with users | Priority: High | Estimate: 32 hrs |
| User Story: As an Admin User, I want to send general notifications to the users, so that the users get the timely Update. | | |
| Acceptance Criteria: Given the admin user logged into the system and wants to send a general notification, when admin navigates to the notification sending interface Then should deliver promptly to all selected recipients. | | |

User Story 16

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| Title: Mode of invoicing | Priority: Medium | Estimate: 16 hrs |
| User Story: As a parent I need to decide the mode of receiving invoices | | |
| Acceptance Criteria: Given the option to do payments through the app, a section should be there to choose the preferred mode of receiving invoices like mail, text messages or through the app itself. Once selected, a confirmation message should pop up. | | |

User Story 17

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|---|----------------------------|----------------------------|
| Title: Generate reports | Priority: Medium | Estimate: 40 hrs |
| User Story: As a childcare center administrator, I want to generate reports on staff performance, enrollment numbers, and financial data, so that I can evaluate the quality of the staff and entire process of the childcare center. | | |
| Acceptance Criteria: Given access to the administrative dashboard on the childcare center's system, when navigate to the reporting section, then the generated reports on staff performance, enrollment numbers, and financial data should be in exportable file formats such as pdf or excel for easy to share and analysis. | | |

User Story 18

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| Title: Document Review and Approval System for Childcare center job Applicants | Priority: Medium | Estimate: 16 hrs |
| User Story: As a childcare center administrator, I want to be able to review and approve uploaded documents from job seekers applying for positions at our center. | | |
| Acceptance Criteria: Given the administrator access the document review dashboard, when selecting the document from the list, then document review dashboard should accurately reflect the status of each document and job seeker's application should be updated accordingly. | | |

User Story 19

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|---|--------------------------|----------------------------|
| Title: Appointments | Priority: High | Estimate: 20 hrs |
| User Story: As a professional parent, I need to manage and schedule appointments with the staff regarding parent teacher meetings. | | |
| Acceptance Criteria: Having logged in to the section of scheduling appointments, time slots selection should be available. Upon selecting a preferred timing a confirmation notification should be visible. Cancelling and rescheduling options also should be available. | | |

User Story 20

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| Title: Payroll Management | Priority: High | Estimate: 60 hrs |
| User Story: As an administrator I need to manage payroll. | | |
| Acceptance Criteria: Once logged into the payroll section, should show me all employees who are eligible. Then I select payroll period after reviewing attendance records. App should notify if any errors are being made aligned with timesheet. The pay and hours worked should also be calculated automatically. After confirmation is done initiation should proceed. | | |