Project Initiation Document

KeyNorthNet Project

Client: Sam North

1   Document Information

1.1 Document Authors

Author's Name
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1.2 Revision History

Version	Date	Note
V1	21-DEC-2017	First Draft
Final	04-JAN-2017	Final

1.3 Document Approvals

Date: 21-DEC-2017

X   Sam North   .

Name of Client/Rep
Company Name

1.4 Document Purpose

The purpose of this document is to define the project, in order to form the basis for its management and the assessment of its overall success.

2 Project Overview

2.1 Project Description (including Project Background)
This project has been initiated since it has been recognized that SYS366 course project to support all processes and information would deliver benefits.

2.2 Positioning

2.2.1 Problem Statement

Problem of	Extended business will require centralized management system which would be able to support increased workload for employees, customer service, and balance out financial situations.
Affects	Customers, customer service, project management, finance management, and employees.
The Impact of which is	Inability to pay bills, unordered and abstract database, and overwhelming workload.
A successful solution would	Provide a centralized computer system that would handle the increase of workload and client-friendly customer database. Also, this solution would solve financial difficulty that the company is currently facing.

2.3 Stakeholders and Users

2.3.1 Stakeholders

Stakeholder	Category
Owners	Technology Adopters
Project Manager	Standard User
Customer Service Manager	Standard User
Human Resource Manager	Standard User
Finance Manager	Standard User
Technicians	Standard User
Seasonal Staff	Standard User
Inventory Manager	Standard User
Class Manager	Standard User
System Developers	Developer/Authority
Centralized Computer System	Non-Human User
Customers	Customer
Government	Authority

2.3.2 Stakeholder and User Needs

Actor	Description
Owners	- Efficient communication with employees - Business supervision - Assignment of duties employees
Project Manager	- Support project design
Finance Manager	- Process expense reports - Create profit reports - Schedule payrolls
Inventory Manager	- Ensures stock of product/equipment - Keep track of supplies level
Class Manager	- Manage classes for customers
Human Resource Manager	- Manage employees' status - Hire/Fire employees

2.3.3 Product Position Statement

For	Key North Cottage Supply
Who	Require a centralized computer system to aid in finance, customer service, and project management.
The	Centralized Computer System is an integrated management system
That	Aids in finance, customer service and project management. The new system will be able to solve workload in the process of extending company.
Unlike	Previous system has difficulty handling increased customer database, financial workload and project management.
Our product	New system provides durability, flexibility, and reliability for many years.

3 Scope of System Being Developed

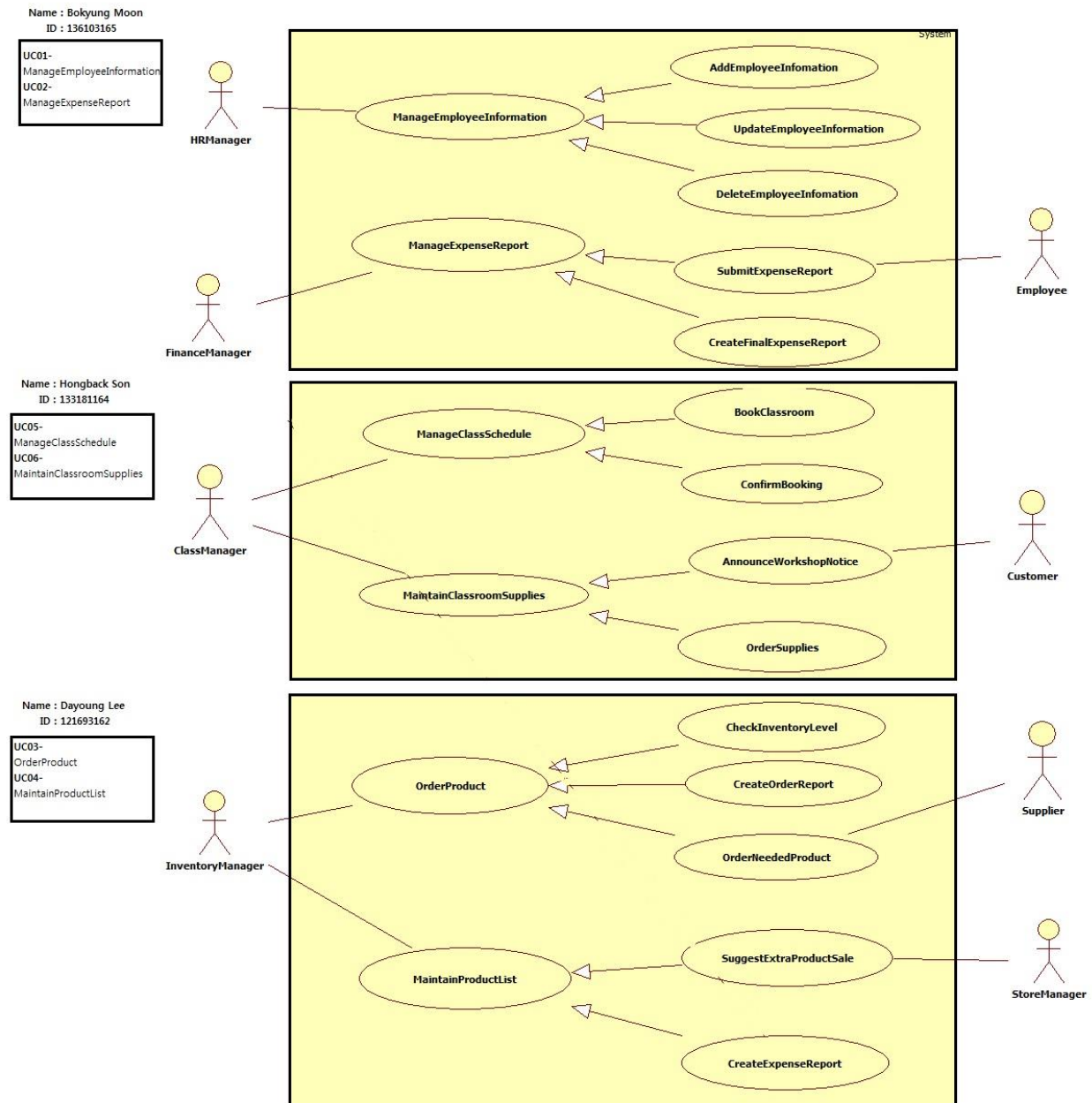| Feature	Functionality of the Feature	Use Case Name
Recruit Employees	Fire and hire employees	RecruitEmployee
Submit Expense	Submit expense reports	SubmitExpenseReport
Manage Employee Information	Add, update or delete employee's information in database	ManageEmployeeInformation
Manage Office Activity	Support for efficient management regarding customer service	SupportCustomerService
Schedule Marketing Activity	Schedule marketing activities	ScheduleMarketingActivity
Maintain Equipment	Keep track of requests for equipment maintenance support	MaintainEquipment
Manage Expense	Process expense reports	ManageExpenseReport
Manage Class	Schedule classes	ManageClassSchedule
Manage Class Equipment	Manage equipment/supplies for class	MaintainClassroomSupplies

4 Design

4.1 Business Rules

Rule #	Description	Use Case Cross Reference
BR 1	Each employee has to have unique identification number which is four digits.	UC01, UC02, UC05, UC06
BR 2	An employee must have a valid SIN number.	UC02
BR 3	An employee must have a valid email.	UC02, UC06
BR 4	KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.	UC01, UC02, UC03, UC04, UC05, UC06
BR 5	All employees must have an ID on KeyNorthNet which is identical with employee number.	UC01, UC02, UC03, UC04, UC05, UC06
BR 6	Permission type consists of Authority, Standard user, Customer, Technician.	UC01, UC02, UC03, UC04, UC05, UC06

BR 7	The users to be created on KeyNorthNet have to fill up the following fields as mandatory: First name, Department relation, and Permission type.	**UC01, UC02, UC03, UC04, UC05, UC06**
BR 8	Company credit cards may only be used for business expenses and may not be used for expenses of a personal nature.	**UC01, UC03, UC06**
BR 9	Every expense report must have identification number; identification number of expense report is generated automatically from system.	**UC01, UC03**
BR 10	Equipment should not have any defects that may cause difficulties during work.	**UC05, UC06**
BR 11	The price of the equipment should not exceed the budget of the firm.	**UC03, UC04, UC06**
BR 12	Customer's information must be valid.	**UC05, UC06**
BR 13	Customers must provide his/her identification number and phone number.	**UC05**
BR 14	Each expense must have the payment information.	**UC02, UC03, UC04,**
BR 15	Attached files are readable.	**UC03, UC04,**
BR 16	Each customer must have a request or need.	**UC05, UC06**

4.2 Business Use Case Diagram

Name : Bokyung Moon
ID : 136103165

UC01-
ManageEmployeeInformation
UC02-
ManageExpenseReport

System

HRManager

ManageEmployeeInformation

AddEmployeeInfomation

UpdateEmployeeInformation

DeleteEmployeeInfomation

ManageExpenseReport

SubmitExpenseReport

CreateFinalExpenseReport

FinanceManager

Employee

Name : Hongback Son
ID : 133181164

UC05-
ManageClassSchedule
UC06-
MaintainClassroomSupplies

ClassManager

ManageClassSchedule

BookClassroom

ConfirmBooking

AnnounceWorkshopNotice

MaintainClassroomSupplies

OrderSupplies

Customer

Name : Dayoung Lee
ID : 121693162

UC03-
OrderProduct
UC04-
MaintainProductList

InventoryManager

OrderProduct

CheckInventoryLevel

CreateOrderReport

OrderNeededProduct

Supplier

MaintainProductList

SuggestExtraProductSale

StoreManager

CreateExpenseReport

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4.3 Use Case Specifications

4.3.1 Use Case Specification:

Identifier: UC01- ManageEmployeeInformation

Brief Description: This use case enables HR Manager to add the new employee information and change previous employee information in database.

Section 1: Business Rule(s):

BR 01: Each employee has to have unique identification number which is four digits.
BR 02: An employee must have a valid SIN number.
BR 03: An employee must have a valid email.
BR 04: KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.
BR 05: All employees must have an ID on KeyNorthNet which is identical with an employee number.
BR 06: Permission type consists of Authority, Standard user, Customer, Technician.
BR 07: The users to be created on KeyNorthNet have to fill up the following fields as mandatory:
First name, Department relation, and Permission type.

Section 2: All Scenarios:

Scenario 1: Add employee information without errors

Precondition:

1. At the moment when the use case begins, the system is displaying the Manage Employee Menu.

2. HR Manager must be logged-in to KeyNorthNet as Authority in order to access previous employee records.

3. Following filed is mandatory: First name, Department relation, Permission type, SIN number, Email

Actor (HR Manager)	System	Data Used
Click to add a new employee.	Display a list of employees including an employee ID and first name with a prompt to create the new employee information	List of Employees, Employee ID, First name

Enter employee information in detail on the fields	Displays fields which employee has to fill up as well as red signal for mandatory fields.	First name, Department relation, Permission type, SIN number, Email
Validate an employee first name and identification number	Validates first name and identification number have been entered. Adds an employee to the database and displays the employee list	
Save the information	Saves employee records as protected record	
Chooses to exit	Displays the other menu	

Successful Post Conditions:

1. Employee information is in database added properly.
2. *Employee information in database is readable, accessible and editable to Authority permission, so Standard User cannot access the information.*

Scenario 2:

Precondition:

1. At the moment when the use case begins, the system is displaying the Manage Employee Menu.
2. HR Manager must be logged-in to KeyNorthNet as Authority in order to access previous employee record.
3. Following filed is mandatory: First name, Department relation, Permission type

Actor(HR Manager)	System	Data Used
Select the edit an employee	Display a list of employee including an employee ID and first name with a prompt to create the new employee information	List of Employees, an Employee ID, First name

Select the employee ID that should be changed	Displays an employee input screen with the employee ID and first name filled in.	
Input employee information should be changed in detail on the fields	Displays fields which an employee has to fill up as well as red signal for mandatory fields.	First name, Department relation, Permission type, *SIN number, Email*
Validate first name and identification number	Validates first name and identification number have been entered. Changed the employee information to KeyNorthNet database and displays the employee list	
Save the information	Saves employee record as protected record	

Successful Post Conditions:

1. Employee information is in database changed properly.
2. Employee information is in database readable, accessible and editable to Authority permission, *so Standard User cannot access the information.*

Identifier: UC03- OrderProducts

Brief Description: This use case enables the Inventory Manager to order products and get them from suppliers.

Section 1: Business Rule(s):

BR 4: KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.
BR 5: All employees must have an ID on KeyNorthNet which is identical with employee number.
BR 6: Permission type consists of Authority, Standard user, Customer, Technician.
BR 7: The users to be created on KeyNorthNet have to fill up the following fields as mandatory:
        First name, Department relation, and Permission type.
BR 9: Every expense report must have identification number; identification number of expense report is
        generated automatically from system.
BR 11: The price of the equipment should not exceed the budget of the firm.
BR 14: Each expense must have the payment information.
BR 15: Attached files are readable.

Section 2: All Scenarios:

Scenario 1: Check inventory levels in the store and the warehouse

Precondition:

1. Inventory Manager is logged into KeyNorthNet as Authority.
2. To begin with, the system shows the current inventory level.
3. The system displays how many products in the store and warehouse.

Actor (HR Manager)	System	Data Used
Click to inventory level	Display a list of the current inventory including an inventory number, name and quantity	An inventory number, Product quantity, Product name, Product order date
Check the quantity	Compare the current quantity of products and how many quantity customers need.	Product quantity, Product name
Make a report	Input how many products the company need to order	Product quantity, Product name
Save and submit	The system shows "save" and "submit" button. After the report (Step 3) finished, the user save it and submit.	
Exit	If the user complete the report (Step 3) and do (Step 4), he click "leave this page", exit	

Successful Post Conditions:

1. The new order report is sent to Inventory Manager.
2. Final order report is saved as protected file, so it can be lost by any chance and makes the user only access the information.

Identifier: UC05- ManageClassesSchedule

Brief Description: This use case enables the class manager receives classes facility reservation and accepts them after checking.

Section 1: Business Rule(s):

BR 01: Each employee has to have unique identification number which is four digits.
BR 04: KeyNorthNet is the name of Centralized Computer System regarding KNCS's business.
BR 05: All employees must have an ID on KeyNorthNet which is identical with an employee number.
BR 06: Permission type consists of Authority, Standard user, Customer, Technician.
BR 07: The users to be created on KeyNorthNet have to fill up the following fields as mandatory:
        First name, Department relation, and Permission type.
BR 12: Customer's information must be valid.
BR 13: Customers must provide his/her identification number and phone number.
BR 16: Each customer must have a request or need.

Section 2: All Scenarios:

Scenario 1: Book the classroom facility without double booking

        Precondition:

        1. When this use case begins, Employees must be logged in on KeyNorthNet with their own ID for classes booking.
        2. If, customers want to book classes, they must request ID for booking and then customers can book with temporary ID provided by class manager.
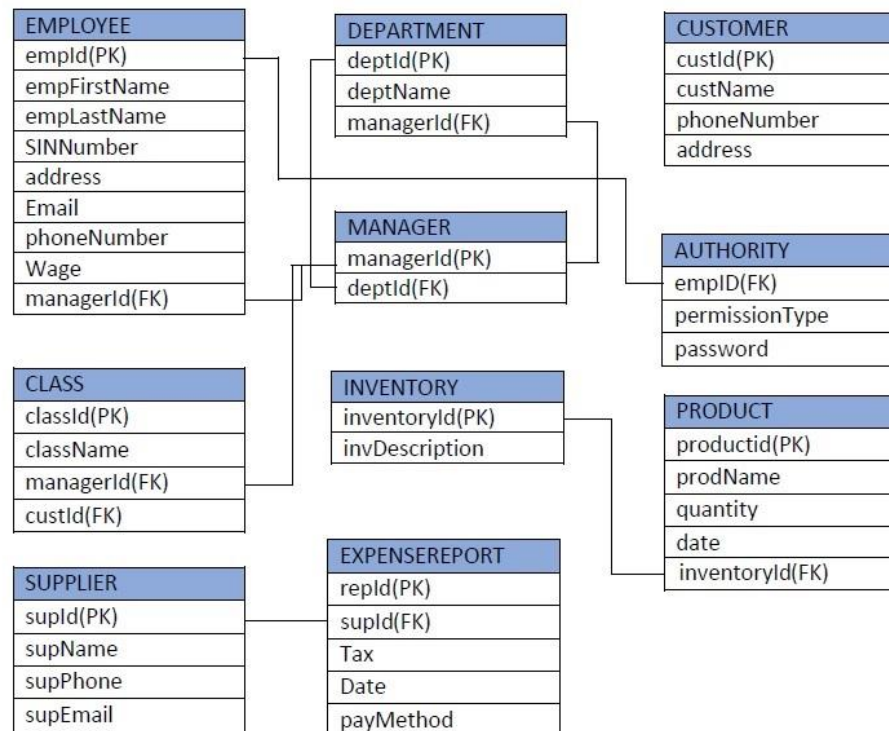
Actor (classManager)	System	Data Used
Log in on KeyNorthNet and customer click customer help menu.	Display a list of menus with login message	Employee ID
Customer enter private information and receive customer ID.	Display field which customer has to fill in	Customer name, phone number.
Enter employee ID or customer ID and choose booking date	Display digital calendar	Employee ID,Customer ID
Save and submit	Display message box " contents is saved"	

Logout	Display message box" log out? " and " yes or no"	

Successful Post Conditions:

1. Customer made a reservation for classes successfully.

4.4 Data Used List

Signatures: **Date 04-JAN-2018**

Bokyung Moon

Dayoung Lee

Hongback Son