**Online Leave Management System**

**Requirements Specification Document**

**Introduction:**

This document gives an overview of the Online Leave Management System. It gives in detail the various functional and non-functional requirements of the system.

**Revision History:**

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| --- | --- | --- |
| **Document Version No.** | **Created/Updated By** | **Created/Updated On** |
| 1.0 | Chellapriyadharshini M | 20 Nov, 2016 |

**Glossary:**

Priority Levels – 1 – Highest Priority

5 – Lowest Priority

Risk Levels – Critical, High, Medium, Low, No Risk

Probability – It is the probability of not implementing the specific requirement.

His – throughout the document, ‘his’ shall be interpreted as ‘his/her’

**Functional Requirements:**

This section gives the details about the Functional Requirements of the system being developed.

|  |  |
| --- | --- |
| **ID** | LMS-01 |
| **Title** | User Login |
| **Description** | The user logs in to the system by entering his/her Username and Password. There are two types of users:  1) Employee and 2) Employer |
| **Priority** | 2 |
| **Risk Level** | Medium |
| **Probability** | 2% |

|  |  |
| --- | --- |
| **ID** | LMS -02 |
| **Title** | Show Details |
| **Description** | Upon logging in the user lands on his dashboard. It should show user details including the designation, manager name, users past leave details, and the number of leaves available (paid and vacation) – if the user is Not a Manager. In case the user is a Manager, then the dashboard also contains leaves applied by his employees. |
| **Priority** | 1 |
| **Risk Level** | High |
| **Probability** | 5% |

|  |  |
| --- | --- |
| **ID** | LMS -03 |
| **Title** | Apply for Leave |
| **Description** | The user should be able to apply for leave. He has to select the starting and ending dates of the leave, the reason for taking leave and click on Apply button. Leave can only be applied for a future period. On applying an email is sent to the employee’s manager. |
| **Priority** | 1 |
| **Risk Level** | High |
| **Probability** | 2% |

|  |  |
| --- | --- |
| **ID** | LMS -04 |
| **Title** | Approve Leaves |
| **Description** | A manager should be provided with the option to approve or reject or escalate the leave requests of his subordinates, by clicking on the appropriate option. After this a mail is sent to the employee regarding the status of his leave request. |
| **Priority** | 2 |
| **Risk Level** | High |
| **Probability** | 2% |

**Non-Functional Requirements:**

|  |  |
| --- | --- |
| **ID** | LMS -05 |
| **Title** | Security |
| **Description** | The users data should be kept secured as in only the employees manager should be able to view the leaves applied and pending details. |
| **Priority** | 2 |
| **Risk Level** | High |
| **Probability** | 2% |

|  |  |
| --- | --- |
| **ID** | LMS -06 |
| **Title** | Responsive |
| **Description** | The site should be able to show updated details for the employees and managers once they apply for leave or approve/reject a leave request, this should reflect immediately in their dashboard. Also the required email notifications must be sent promptly. |
| **Priority** | 3 |
| **Risk Level** | Medium |
| **Probability** | 2% |