

Levels of SDLC to follow

1. BRD - Business Requirement Documentation
2. Define the data fields.
3. UI/UX design
4. All documentation & Diagrams - BPD, SRS, Dataflow, Component, Activity, Schema diagram, Architecture design.
5. Development
6. Testing
7. Deployment
8. Maintenance

View Access:

1. Admin (HR)
2. End user (Employee/Manager/HR/HOD,COO,CEO)

Flow of the form/ Hierarchy:

1. Employee (self)
 2. Manager
 3. HR
 4. HOD
 5. COO
 6. CEO
- Each person will have edit access only to his part, for the rest of the part he will have view access only.
 - Everyone will have two views, one for his employee form, on the right panel there will be form's list of his supervisees (if anyone doesn't have any supervisee, the field will be blank).
 - The employee would be able to see the remarks from Manager to CEO - (each state).
 - After the form has passed through all levels, HR should be able to download a pdf.
 - For the levels/hierarchy - three options would be available - optional, not necessary, mandatory & it should be decided for each employee separately by the admin/hr.
 - HR will input basic salary & the gross salary & increment would be calculated automatically.
 - If one layer of hierarchy submits the form the next level should get a notification.
 - There will be a deadline. After the deadline, The form view/edit access will be closed
 - There will be a notification system.
 1. Form submission due date - before 1 week
 2. Pending Review form

Employee Repository:

1. Employee id
2. Name
3. Designation
4. Department
5. Date of joining
6. Grade
7. Salary
8. Responsibilities
9. Last educational qualification
10. Professional Certificate
11. Previous working experience
12. Image
13. Reporting Manager
- 14. email?**
- 15. Phone number?**

Admin/HR will edit/input:

1. Employee id
2. Name
3. Designation
4. Department
5. Date of joining
6. Grade
7. Salary (Basic salary)
13. Reporting Manager

Note: HR/Admin will define the appraisal forms hierarchy tags - which part is optional/not necessary/mandatory for that employee.

Employee will edit:

8. Responsibilities
9. Last educational qualification
10. Professional Certificate
11. Previous working experience
12. Image

Fields will be shown in the form from the repository:

1. Employee id
2. Name
3. Designation
4. Department
5. Date of joining

6. Grade

Description of each field:

1. Employee id: integer value, unique id - Primary key
2. Name: string
3. Designation: string
4. Department: string
5. Date of joining: Date Time
6. Grade: string
7. Salary: Numeric
8. Responsibilities: string
9. Last educational qualification: string + attachment
10. Professional Certificate: string + attachment
11. Previous working experience: string + attachment
12. Image: image + upload (A tagline instruction to upload formal pic - define picture size)
13. Reporting Manager: string + employee id of manager

Tech Stack:

Backend: Django

Frontend: React

Database: Postgresql

Deployment pipeline: Gitlab, Docker, Jenkins, Kubernetes

Architecture Plan:

Database: Employee

Table-1: employee_repository (will be used for performance appraisal form)

Table-2: portal (will be used for login)

1. Admin - Super user (Django superuser, not HR. HR would have access to admin panel but the admin should create hr roles as well)
2. Admin will create employee & input necessary information.
3. Login page: Employee will login using - employee id & pass, forgot password - via email
4. Dashboard - Performance Appraisal form - on the left menu
5. Dashboard - middle, right - initially blank
6. After opening the form, the form will be shown on the middle portion of the dashboard/window
7. Right panel - Pending Review forms
8. Top Right side of the navbar - Notifications, Profile icon
9. Profile page - from profile icon
10. View profile - all the information from the employee repository will be shown here
11. Edit profile - only the editable part

12. There should be change password option in the profile

Date:

Performance Appraisal UI/UX draft

Admin → Django default design

Login page:

Banner

employee id:

pass:

forgot password?

picture + title

similar to Agreement Tracking

Dashboard:

Left panel

Performance Form

Form

Right Panel

Review

employee name's appraisal form

view profile change password

Notification:

↳ popup

Review Form

Submission due by 10/10/2020

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Design for Digital

Date:

Profile:

* 

Name:

Designation:

Department:

Date of joining:

Grade:

Salary:

* Responsibilities:

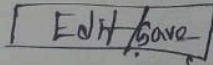
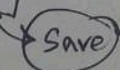
* Last Education Qualification:

* Professional Certificate:

* Previous Work Experience:

Reporting Manager:



  In edit mode

* Employee would be able to edit the * fields