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| **SL No** | **Requirement Description** | **Control Points** |
| 1 | * User login with username and password * User login credentials are generated via Email by Admin * Login page contains "Forgot Password" link * Login page should display failed attempts message * Only a domain user can access the login page | Module 1: Login |
| 2 | * Should take email of user and generate password reset link * The system should check user validation before generating link * Generated link has to redirect the user to a password setting form * Valid user can access this form * Form includes New Password, Confirm Password (with validation rules) * Password setting form should display failure messages * After setting password, users are redirected to login page | Module 2: Forgot Password |
| 3 | * Only Human Resource department has access to the Admin Panel * HR should be redirected to this view from dashboard * Admin has administrative access of the application * Admin panel can manage Department, Designation, Employee Accounts and Hierarchy * Admin can assign employee roles and permissions * Admin dashboard shows overall system statistics * Admin can create, edit and update Employee * Admin can assign employees to departments and managers * Admin can set appraisal period * Admin can configure access levels (employee, manager, HR, CEO) * Admin can filter employees by department, designation | Module 3: Admin |
| 4 | * Employee has a personal dashboard * Employee dashboard should view personal information * Employee can view appraisal forms assigned to them * Employee can fill up and submit performance appraisal forms * Employee can see feedback after the review is done | Module 4: Employee |
| 5 | * Manager should receive appraisal forms submitted by employees * Manager reviews employee performance forms * Manager can provide written feedback * Manager can rate employees based on predefined criteria * Manager can forward reviewed forms to next level of the employees' hierarchy * Manager dashboard shows pending reviews * Manager can also view his profile * Manager should be able to fill up his own appraisal form | Module 5: Manager |
| 6 | * HR should receive appraisal forms reviewed by managers or submitted by employee * HR verifies and validates manager feedback * HR can add additional comments on employee performance * HR should rate employee attendance * HR must review on employee salary * HR can forward forms to next level of the employees' hierarchy * HR dashboard shows all pending reviews * HR can access admin panal from his dashboard * HR should access admin panal from his dashboard * HR dashboard also shows profile information * HR should access his own appraisal form | Module 6: HR |
| 7 | * HOD or COO receives appraisal forms reviewed by Hr or submitted by employee * HOD or COO verifies and validates Hr feedback * HOD or COO should add additional comments on employee performance * HOD or COO can add remarks on his decision * HOD or COO should also fillup his appraisal form * HOD or COO should access his profile from dashboard * HOD or COO should forward appraisal form to CEO | Module 7: HOD or COO |
| 8 | * CEO receives appraisal forms forwarded by COO or HOD * CEO can review employee performance reports * CEO should provide final approval * CEO can provide additional comments on employee performance * CEO dashboard shows summary of all pending appraisals * CEO can add remarks on his decision | Module 8: CEO |
| 9 | * System sends email notifications to employees for pending appraisals * System sends reminders before appraisal deadlines * System notifies managers when employees submit appraisal forms * System notifies CEO when HOD or COO finalizes forms * System notifies HR when managers complete reviews * System displays in-app notifications for all users | Module 9: Notification |
| 10 | * System must enforce role-based access control (RBAC) * Employee can only view and update their own information * Manager can only view forms of direct subordinates * HR can access all employee data but cannot modify performance ratings * CEO, COO and HOD has read-only access to the form * Passwords must be encrypted in the database * System must support session-based access * System should auto-logout inactive sessions | Module 10: Authentication |
| 11 | * System must be mobile responsive * System must support multiple browsers (Chrome, Edge, Firefox, Safari) * System should have a clean and user-friendly UI * All forms should include validation rules * System should display success and error messages clearly * System must support English language (multi-language optional) * System should support opptional and additional fields for employee profile and appraisal * Users can update their profile information * System should follow hierarchy for performance appraisal in the basis of role * Users can download appraisal form with or without e-signature * System should support different view for users with different role * System can provide different appraisal form for review to users | Module 11: General |