

Requirement Analysis
Solution Requirements (Functional & Non-functional)

Date	20 June 2025
Team ID	LTVIP2025TMID31451
Project Name	Workforce Administration Solution (dev)

Functional Requirements:

Following are the functional requirements of the proposed solution.

FR No.	Functional Requirement (Epic)	Sub Requirement (Story / Sub-Task)
FR-1	Employee Registration	Registration through Form Registration through Gmail Registration through Linked In
FR-2	Employee Confirmation	Confirmation via Email Confirmation via OTP
FR-3	Attendance Management	Mark Attendance, View Attendance
FR-4	Leave Management	Apply Leave, Approve/Reject Leave
FR-5	Payroll Management	Generate Payslips, Salary Calculation
FR-6	Employee Profile Management	Edit Profile, Upload Documents
FR-7	Task Assignment	Assign Tasks, Track Task Status
FR-8	Reporting and Analytics	Generate Reports, Export Data
FR-9	Role & Access Control	Define Roles, Manage Permissions
FR-10	Notifications & Alerts	Email Notifications, In-App Alerts

Non-functional Requirements:

Following are the non-functional requirements of the proposed solution.

FR No.	Non-Functional Requirement	Description
NFR-1	Usability	The system must have an intuitive and user-friendly interface for HR and Admin staff.
NFR-2	Security	Security Implement secure login, encryption of sensitive data, and role-based access control.
NFR-3	Reliability	Ensure consistent performance with minimal downtime; provide backup and recovery mechanisms.
NFR-4	Performance	The system should respond quickly to user actions, especially when handling large employee records.
NFR-5	Availability	The application should maintain at least 99.9% uptime to ensure uninterrupted access.
NFR-6	Scalability	The system should support an increasing number of employees and departments without degrading performance.

NFR-7	Maintainability	Easy to update and maintain with modular code and proper documentation.
NFR-8	Compatibility	Compatible with major browsers and devices (desktop, mobile, tablet).
NFR-9	Auditability	Ability to track changes and access logs for all critical operations.