

## Project Name: Time Tracking System

Manager Session 1

Date: November 1, 2015

Time: 6:00 PM

Duration: 1 Hour

Location: Virtual

Unique ID: Manager\_01112015\_1800

**Stakeholder:** Name: Robert Pate  
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Viewpoint: Manager

**Stakeholder:** Name:  
Title:  
Employer:  
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## Session Goals and Desired Outcomes

Goal	Description
Topics for goals may include:	<ul style="list-style-type: none"><li>Understand difficulties with current system and identify what this user envisions to solve them.</li><li>Drill down on key functions with descriptions.</li><li>Expand on key scenarios - uncover additional scenarios.</li><li>Further layout of timing requirements.</li><li>Expand on data requirements.</li><li>Clarify key expectations, success factors, etc.</li><li>Change management / Implementation concerns.</li></ul>

Outcomes and Products	Description
Outcomes and Products may include:	<ul style="list-style-type: none"><li>Additional information required to formulate</li><li>Vision Document.</li><li>Additional scope (functional)</li><li>Stakeholder expectations (nonfunctional, project)</li><li>Detailed process diagrams from this user's perspective.</li><li>Expanded detail for data dictionary.</li><li>Stakeholder Analysis for Manager SME.</li></ul>

## Input to Guide Requirements Acquisition Session

Portion of System under Discussion	Manager Interface for notification, approval, rejection and overrides of employee time entries.
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<b>Guiding Scenario (if used)</b>	Manager is Notified of Expense: When an employee submits an expense entry, the manager will be emailed about the successful employee submission...
<b>Reference Documents</b>	n/a

### Action Items or Outstanding Issues/Requirements from Previous Sessions (if necessary)

<b>Previous Session Date</b>	n/a	<b>Previous Meeting Purpose</b>	n/a
<b>Number</b>	<b>Description</b>	<b>Assigned To</b>	<b>Status</b>

### Planned Questions

Question #	Description
1	What are difficulties managers face with the current system?
2	What are the current features that are helpful?
3	Can you walk us through the typical workflow for the manager role in this product?
4	What kind of information do managers expect the system to remember?
5	Is there anything this product is NOT supposed to do?
6	What do you think would make this product successful?
7	What kind of reporting do managers need to be able to do with this product?
8	Are there any installation requirements we need to be aware of?
9	Are there any Nonfunctional requirements we need to be aware of?

### Notes:

<ol style="list-style-type: none"> <li>1. What are difficulties managers face with the current system? <ol style="list-style-type: none"> <li>a. Different systems that <b>don't track time related to projects</b></li> <li>b. One system has tracking time against tickets (issues, bugs, features, user stories) but <b>does not roll up to the project level</b></li> <li>c. One system is complete manual time entry .. no timers. One button click would be nice</li> </ol> </li> <li>2. What are the features that are helpful? <ol style="list-style-type: none"> <li>a. Rollup hours to the project level</li> <li>b. Billing reports have project information</li> <li>c. Being able to see the number of hours spent on issues for estimation</li> <li>d. Integration with ticketing system (JIRA?)</li> </ol> </li> </ol>
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- e. User breakdown (might overlap with JIRA functionality)
- 3. Can you walk us through the typical workflow for the manager role in this product?
  - a. Manager gets an email (so and so worked X hours, can you approve?) **on Monday mornings** (Sunday 11:59PM in report timezone is cut off)
  - b. Drilldown available somehow (Email has accept button? and decline button?)
  - c. Project break out visible
  - d. Accept and Decline
  - e. Ability to override entry values
- 4. What kind of information do managers expect the system to remember?
  - a. Hours as related to projects or tickets or something (or nothing? manual entry?)
  - b. Projects (JIRA) and/or epics (JIRA)
  - c. Tickets and their parents (JIRA)
  - d. When employee submits hours
  - e. Historical information
- 5. Is there anything this product is NOT supposed to do?
  - a. No ticketing
  - b. *Not sure what accounting department wants or needs (what kind of reports? legacy systems?)*
  - c. Not simply a JIRA extension
  - d. No estimation
- 6. What do you think would make this product successful?
  - a. Integration with existing systems to avoid workflow interruption but at the same time make the entire process more efficient
  - b. Level of associative detail (find a happy medium)
- 7. What kind of reporting do managers need to be able to do with this product?
  - a. Hours on project
  - b. Personnel (individuals and teams) on project
- 8. Are there any installation requirements we need to be aware of?
  - a. Smallest amount of local interaction as possible (Try not to involve IT)
- 9. Are there any nonfunctional requirements we need to be aware of?
  - a. **No loss** of submissions/requests
  - b. Cost less than JIRA or similar products (since it is a smaller set of functionality)

### Action Items

Action Number	Description	Assigned To	Due when
1.	Represent Requirements based on this document	Neel	2015-11-14

### Agreements and Approvals

On the delivery date listed, I agree to deliver notes documenting this requirements session to the

*Stakeholder's listed below.*

**Requirements Engineer Name**

**Requirements Engineer  
Signature**

**Delivery Date**

*The above requirements session report accurately reflects the session for which I served as an expert on the dates indicated above.*

**Stakeholder Name**

**Stakeholder Signature**

**Approval Dates**

## Requirements

### Functionality required for the system

- Associate Employee Time Entry With Company Projects
- Create Employee Time Entry Based On Timer
- Generate Project Level Reports
- View Time Spent On Specific Issues (JIRA Integration?)
- Send Email Notifications To Manager
- View Project Time Chart
- Accept Employee Time Submission
- Decline Employee Time Submission
- Override Employee Time Submission

**Comment [1]:** Would this be: Log Employee Hours in JIRA?

### The data to be managed by the system

- Employee Time Submission
  - Employee Time Entries (1-n)
- Employee Time Entry
  - Employee Name or ID (1-1)
  - Time Interval (1-1)
  - Issue or Project ID (1-1)
- Report
  - Report ID (1-1)
  - Report Description (1-1)
  - Report Data (1-1)
  - Timezone (1-1)

### Timing of functionality presented

1. Employee Makes Time Submission
2. System Sends Email Notifications To Manager
3. Manager Views Submission
4. Manager Accepts/Declines/Overrides Employee Time Submissions

### Non-functional requirements

- Emails must be sent to Manager on Monday Mornings
- Weekly Reports Must Be Cut Off At 11:59PM In Report Timezone
- Integrity - No Loss Of Time Entry Submissions
- Cost - Must Be Less Than JIRA Or Similar Products

**Comment [2]:** Does this go in Timing?

### Installation requirements

- Preference For Cloud Backend