System Requirements Gathering Form

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| **Meeting Details** | | | |
| Request By | **HRD** | Department | HRD |
| Project Name | **HR 3.0 – Leaves, Clearance, Designation Module** | Date | May 29, 2019 |
| Location | **ETC-303** | Time | 09:40 – 11:20 AM |
| **Transactions / Process**  *What are the transactions/process of the system?* | 1. Each leave rules being displayed after selecting leave type must have a first rule stating that the staff needs to inform his/her immediate superior BEFORE filing the leave 2. Rephrase the emergency leave validation text (e.g. after you had resume/join work) 3. Emergency leave – ADAFA can approve it as final approver or he can forward it to the Dean, making the Dean as the final approver instead of the ADAFA 4. All leaves’ final approver will be the Dean – this needs to be finalized properly 5. New organizational chart will be the basis in filing delegation. Check and follow the hierarchy 6. Delegating task under delegation module – priority of order is the immediate superior first, if not possible then the head who has the same level as the delegator. A question was raised if the coordinator can also be selected in the list. 7. Clearance hierarchy NEW! In chronological order:    1. Staff    2. HoS    3. HoD    4. Administrative – Finance – ETC (Library and CSS)    5. HR    6. ADAFA - Finish | | |
| **Resource Person**  *Who are the present persons during data gathering?* | ADAFA - Abdallah Khalfan Hamood Al Azri  HR-HoD - Sulaiman Huraib Mohammed Al-Owaimiri  HR-STAFF - Khawla Ali Mohammed Al-Harasi  HR-STAFF - Mahla Sulaiman Marhoon Al-riyami  ESS-HOS - Maha Said Khalfan Al-anqoudi  ESS-STAFF – Zuweina Rashid Salim Al Riyami  ESS-STAFF – Khamis Al Khusaibi  ESS-STAFF – Rolen Yabut  ESS-STAFF – Mylyn Nostarez | | |
| Approver  Name/Signature *(eg. HOD, Committee head; if applicable)* |  | Date |  |