System Requirements Gathering Form

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| **Meeting Details** | | | |
| Request By | **HRD** | Department | HRD |
| Project Name | **HR 3.0 – ALL AVAILABLE MODULES READY** | Date | 12/09/19 - 01/10/19 |
| Location | **ESS-HOS Office** | Time | - |
| **Preparations and Process** | 1. Do a re-test and re-evaluation of all working modules. Check each modules dependencies. 2. All modules that are fully working well with no issues will be put on live. 3. Prepare all the necessary data templates (csv, excel, sql) for “live and real data” preparations. Example: Approvers List, etc. 4. Send the template to HR Department for them to fill it out and returned it once it is done. 5. Get all the live data in the current system (HR 2.0) that are not changing every day. 6. Work with HR Staff to re-validate the data. 7. Clean the testing database in your testing server. 8. Move your source code on the production server. 9. Import all the data you have prepared in steps number 4. 10. Temporarily shut down (put on maintenance) the current system (HR 2.0). 11. Get the live data in the current system (HR 2.0) that keeps on changing every day (e.g. Leave Balance, attendance, etc.). 12. Import all the data you have prepared in steps number 8. 13. Work with Server Team to make the synchronization of Bio Metrics Database to HR 3.0 database. 14. Work with the Web Master to change the link of the current (HR 2.0) HR System to the newly deployed (HR 3.0) system in the E-Services | | |
| **Modules** | 1. Home Page Dashboard – **FINISHED** 2. College Staff – **FINISHED** 3. My Department (Applicable for all department heads) – **FINISHED** 4. My Section (Applicable for all section heads) – **FINISHED** 5. Delegations (Applicable for all heads) – With MAJOR REVISIONS 6. Short Leave – **FINISHED** 7. Standard Leave – **FINISHED** 8. My Leave Balance – **FINISHED** 9. Internal Leave Balance – **FINISHED** 10. Emergency Leave Balance – **FINISHED** 11. Attendance – **FINISHED** 12. Overtime – **FINISHED** 13. Account Task – ON PROCESS 14. Clearance - With MAJOR REVISIONS (see MoM July 03, 2019). 15. Leave Settings – with MINOR development needed. 16. Report Generation – with MINOR development needed. 17. E-Forms – with MAJOR DEVELOPMENT needed (see MoM July 03, 2019). | | |
| **Resource Person**  *Who are the present persons during data gathering?* |  | | |
| Approver  Name/Signature  *(e.g. HOD, Committee head; if applicable)* |  | Date |  |