Project Management System Requirements

A system to track all employee's contributions to a project is required. This system requires the ability for employees to attribute time worked to a project. Managers must be able to approve the hours worked by employees. Projects are allowed a certain budget. The currently expended budget must be tracked and the project lead must be alerted to any projects that are approaching their budget limit. Managers are able to view reports that include project cost, hours worked, hours worked by each employee within a time period, and project status. Each project is worked on by multiple teams.

Employees must be able to submit hours through a web portal.
- These hours must be attributed to a project.
- These hours may be updated before they are approved.

Team lead must be able to approve hours by each employee on their team
- Can deny time approval, this will send a request to the user to update the entry.

Projects are budgeted a specific amount of money
- This budget should not be exceeded. This is not strictly enforced
- Currently spent budget is calculated automatically
- Project lead is alerted when 80% of budget is expended
- *This amount can be edited per project
- Projects have a current status

Team leader must be able to view contributions by each team member
- Report to see total hours worked within time period
- Report to see budget expended

Project Lead must be able to see contributions by each team:
- Report to see hours for each team
- Report to see the contributions by each team

Project lead must be able to create new projects (*move this to role of department lead)
- Create teams

*Denotes a nice to have, but not required.