1. User Stories

3.1 - HR Request Form Creation

HR Request Form Creation:
"A Service Manager or Production Manager opens the HR request form. The manager fills details for staff role needed, quantity, justification, event reference to ask the HR team for extra members"
Time Estimate: GUI: 2 hour, Logic: 0.5 hours

3.2 - Send HR Request

Send HR Request to HR Manager:
"The Service Manager or Production Manager reviews details and submits the request. The system forwards it to the HR Manager, for further decision that new recruitment or outsourcing is required for an event."
Time Estimate: GUI: 0.25 hour, Logic: 1 hour

3.3 - View and Process HR Request

HR Manager Views and Processes Request:
"The HR Manager sees incoming HR requests, and checks current employee records and schedules. If available staff meet the requirements, the manager assigns them. If not, the HR Manager proceeds to initiate a job advert or vendor contact for outsourcing."
Time Estimate: GUI: 0.5 hour, Logic: 2 hours

3.4 - Change HR Request Status

Change HR Request Status:
"HR Manager reviews each HR request and updates its status so the Production/Service Manager always has current info. If staff are assigned, the status changes to 'Recruited'. If hiring is ongoing, it is 'Under Review'. If the request cannot be fulfilled, the status is updated to 'Denied'."
Time Estimate: GUI: 0.25 hour, Logic: 1 hour

3.5 - Check HR Request

Check HR Request:

"A Production or Service Manager views the status for their HR request in the system. He/she can follow the request if the recruitment was successful or not."

Time Estimate: GUI: 0.25 hour, Logic: 1 hour

4.1 - Financial Request Form Creation

Financial Request Form Creation:
"A Service Manager or Production Manager opens the financial request form. The Service Manager or Production Manager fills in the event reference, the additional budget needed, and provides a detailed justification for the extra budget."

Time Estimate: GUI: 1 hour, Logic: 2 hours

4.2 - Send Financial Request

Send Financial Request :
"After the financial request form is completed, the Service Manager or Production Manager reviews the details and submits the request for approval. The system forwards the request to the Financial Manager."

Time Estimate: GUI: 0.25 hour, Logic: 1 hour

4.3 - Review Financial Request

Financial Request Review :
"The Financial Manager receives the new financial request. The Financial Manager examines the requested amount, checks the justification, and may contact the requesting manager for clarification.

Time Estimate: GUI: 0.5 hour, Logic: 2 hours

4.4 - Update Financial Request Status

Status Update for Financial Request :
"The Financial Manager makes a decision, he/she updates the status of the financial request to either "Approve" if the budget is added or "Reject" if he/she thinks to deny the request or the client refuses to add the budget." The system automatically sends a

notification to the original Service Manager or Production Manager with the updated status.
Time Estimate: GUI: 0.25 hour, Logic: 0.5 hour

4.5 - Check Financial Request Status

Financial Request Status Check : "Service Manager or Production Manager view the status of their submitted financial request. If approved, the budget becomes available for the event. If rejected, the manager reviews feedback and decides on the next steps."
Time Estimate: GUI: 1 hour, Logic: 1 hour

2. Release Planning

User Story Name	Value	Risk
HR Request Form Creation	High	High
Send HR Request	Medium	Low
View and Process HR Request	High	Medium
Change HR Request Status	Medium	Low
Check HR Request	Medium	Medium
Financial Request Form Creation	High	High
Send Financial Request	High	Medium
Review Financial Request	High	High
Update Financial Request Status	Medium	Medium
Check Financial Request Status	Medium	Low