**USER REQUIREMENTS SPECIFICATIONS**

**For the Customization and Implementation of iHRIS**



**Wednesday, April 02, 2014**



Document History

| Ver. No. | Ver. Date | Prepared By | Reviewed By | Review  Date | Approved By | Affected Section & Summary of Change |
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**Document Approvals**

Organizations have agreed to the scope of the work for thecustomization and implementation of an open-source human resources management system, iHRIS.

Signing this document records your agreement to the contents of the User Requirements Specifications and confirming the order to proceed with the remainder of the projects implementation.

**Sign-Off: Team Leads**

This section represents the acknowledgement from the key representatives from both the Anglican Medical Services and IntraHealth International.

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| **Organization** | **Name & Signature** | **Date** |
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**Sign-Off: Executive Management**

This section represents the acknowledgement from the Management representatives, who have pledged support to the Team Leads and Project Managers.

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**Sign-Off: Project Management**

This section represents the acknowledgement from the Project Management representatives, whose responsibility involve coordination of activities and ensuring successful milestones.

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| **Organization** | **Name & Signature** | **Date** |
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# Acronyms

|  |  |
| --- | --- |
| **Acronyms** | **Description** |
|  |  |

# Introduction

## Purpose

## Intended Audience

# Project Scope

The scope of this document describes what will be provided for in the customization of iHRIS, based on the system requirements described later in this document. This will cover the following areas:

* {list all general items covered in the system requirements}

## References

1. {list supporting documentation}

# Overall Description of Requirements

This section defines the overall business processes for consideration in customizing iHRIS. Where processes and requirements are exhaustive, they have been documented as such, while others discuss templates for data capture.

## The Organization Structure

{organizational structure diagram, if applicable}

## Processes or Use Cases

{Describe the step-by-step processes that iHRIS will need to support. These are the business processes that were determined with the SLG using the Collaborative Requirements Development Methodology. Alternatively, you can document the requirements by writing use cases.}

## 

# Standardized Data

Standardized data is information that is critical to the operation of iHRIS. These are standard definitions that support data entry in various input areas of the system. They include definitions for dropdown lists and other reference data.

Examples of the master data are as follows:

| **No** | **Master Data Type** | **Type Values** | |
| --- | --- | --- | --- |
| 1. | Cadres |  | |
|  | |
|  | |
|  | |
|  | |
| 2. | Jobs |  | |
|  | |
|  | |
| 3. | Job Classifications |  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| 4. | Department |  | |
|  | |
|  | |
| 5. | Division/Section |  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| 6. | Geographical Information | Country |  |
| Region |  |
| District |  |
| Town/Constituency |  |

The above are merely samples of the master data definitions.

# Assumptions and Dependencies

**Assumptions:**

* {List implicit or explicit givens made when preparing the requirements.}

**Dependencies:**

* {List dependencies.}

# Nonfunctional Requirements

*Nonfunctional requirements* specify overall characteristics of the software. Use the following list as a reference for determining these requirements.

* **Archival** Length of time data need to be retained within the application; level of difficulty to retrieve archived data.
* **Auditability** Ability of the application to show what has happened to it, who did it and when (audit trail, transaction changes, before/after pictures, etc.); includes requirements for effective dating.
* **Authentication** Security requirement to ensure "you are who you say you are."
* **Authorization** Security requirement to ensure that users can access only certain functions within the application (by use case, subsystem, web page, business rule, field-level, etc.).
* **Availability** When the system will be available for percentage of uptime.
* **Compatibility** Adherence to industry standards for inputs/outputs.
* **Configurability** Ability for the end users to change aspects of the software's configuration easily (through usable user interfaces).
* **Data Integrity** Tolerance for loss, corruption or duplication of data.
* **Extensibility** Ability to easily incorporate add-on modules of functionality to the application in production.
* **Installability** Ease of system installation on all necessary platforms.
* **Integratibility** Ability for this application to easily fit in as part of a larger system.
* **Interoperability** APIs required to allow other applications to talk to this application easily. This is concerned only with the structure and ease of use of the APIs, not the industry standard protocols.
* **Leveragability / Reuse** Ability to leverage common components across multiple products.
* **Localization** Support for multiple languages on entry/query screens, in data fields, on reports, etc.; multi-byte character requirements; units-of-measure; currencies.
* **Maintainability** Amount of effort required to maintain and enhance the system.
* **Multiple Environment Support** Need to run on multiple environments on a single server (deployment, system test, user test, etc.).
* **Operability** Easy of everyday operation; amount of qualification and training required for operators to oversee and troubleshoot the system.
* **Performance** Constraints in batch (overnight window) and online.
* **Personalization** Ability for individual users to personalize their view of the application.
* **Portability** Ability to easily move the application to different hardware platforms, operating systems, database management systems, network protocols, etc.
* **Privacy** Ability to hide transactions from internal company employees.
* **Reliability** Confidence in the accuracy of transactions processed in the system.
* **Robustness** Ability to handle error and boundary conditions while running (Internet connection goes down, power outage, hardware failure/replacement, etc.).
* **Scalability** Ability to handle a wide variety of system configuration sizes and requirements.
* **Security** General security requirements (encryption levels over the Internet, hacker-proofing, viruses, etc.).
* **Technology** Any known technology requirements (operating system, programming language(s), database, hardware, other software, etc.).
* **Upgradeability** Ability to quickly/easily upgrade from a previous version of this system to a newer version on servers and clients (upgrade scripts versus manual upgrades).
* **Usability / Achievability** Level of training required for users to achieve their goals with the system.

The nonfuctional requirements may also include business rules, such as the following:

* Marketing strategies (branding and identity)
* Organizational mission, vision, purpose
* Organizational policies and procedures
* Legal requirements
* Political requirements
* Computations and conversions used by the organization
* Workflow requirements (triggers, approvals, review, other internal processes)
* Unwritten practices (generally discovered through interviewing)

# Appendix

Included in the appendix copies of assessments, data collection forms, reports, data flow or network diagrams, and other documentation that will inform the system requirements.