**Comment:**

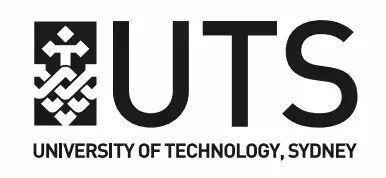
**Group score:**

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| --- | --- | --- | --- |
| **Criteria Items** | **Weight** | **Marks** | **Group score** |
| Coverage of the system  Correct use of any diagrammatic modelling technique | 70% | 70 |  |
| Overall quality of report presentation (e.g. spelling, grammar, structure, cover sheet, table of contents, page numbers, formatting, references and overall clarity which the requirements and diagrams convey) | 10% | 10 |  |
| Contribution to teamwork (e.g. succinctness, courtesy, meetings, motivation, taking a fair share of the work, the frequency of communication with foreign teacher) | 20% | 20 |  |
| Total | 100% | 100 |  |

**Group members' score:**

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| --- | --- | --- | --- |
| **Name** | **Score** | **Contribution** | **Actual score** |
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**Signature:**



**Business Requirements Modelling**

**BRM Assignment 3: Requirements Analysis Report**

CST2201 Group 1

|  |  |  |
| --- | --- | --- |
| **Members** | **Student ID** | **Signature** |
| Fengyuan Cao | 202219005 |  |
| Yueheng Wang | 202219044 |  |
| Xiaoyuanying Kuang | 202219102 |  |
| Jun Qi | 202219015 |  |
| Shiyao Tang | 202219063 |  |

**Date: 2023. 9.25**

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# 1. Introduction

## 1.1 Case Study

Smart Working. Employees are allowed to self-organise their work activities by combining work at office and work from home. However, they have to record their allocations and the hours planned for remote working have to be approved in advance by the most direct supervisor. The request from the employee has to include enough information to assure that there will be no disruption for colleagues and related tasks. The resources needed for remote working (IT resources especially, such as remote access to services) have to be explicitly listed and updated any time there is a change of circumstances. As the organization of activities may be affected by individual planning, there is a shared calendar within each unit and department (a department is supposed to be composed of different units). The shared calendar automatically synchronises with personal calendars upon users’ request. Additionally, any employee may book a physical room for in person meetings pending availability. Last but not least, employees may add a description of the tasks they are involved in within the hour reporting system.

## 1.2 Assumptions

We assume there will be 5 basic systems to have the whole project work as the requirement. The 5 basic system will be: Remote working approval process, Room Booking System, Shared calendar synchronization process, Resource management process, Time reporting system. With the help of the Remote working approval process, the employees will have a much better experience for the request of working at home, this system can satisfied the require for combining work at office and work from home. It will explain what they will do at home and help the supervisor done the supervising. And the Room booking system is build to help the employees have a samll meeting between the developers, which can make their working more simple and they can have a better experience in making the project through a offline communication. For the system of Shared calendar process, no matter the unit or the department can have a brief overview about the induvisual arrangements, so that they can know when to have a big report meeting or make other arrangements for the whole company. The Resource management process is a process that can help the employees to save their working progress to the server of the company which can make them have a easier access to the work they have done and make the whole project more efficient. As for the time reporting system, it's used to supervise the work by the employees. These system can help the company work more efficient and have a better experience, through all complete the smart working system.

# 2. Elicitation

## 2.1 Stakeholders

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| --- | --- | --- | --- |
| **Stakeholder** | **Level of interest** (low/medium/high) | **Level of influence**  (low/medium/high) | Provide a simple narrative for the stakeholder, namely a concise summary of the stakeholder role, expectations, needs. |
| Direct Supervisor | high | high | The direct supervisor need to take control of all the Employees' plan and make a good balance between all the employees and make the plan table suitable and convincing. The supervisors need to take good care of every employee well and reduce the conflict in resting or other plans. Supervisors need to have the access to changing the approvement of all the employees made, and a communication system to help the employees compromise with each other's plan. |
| Employee | high | medium | Employees are the largest group the system who need to record their allocations and submit the timetable for remote working.They need a timely response from the system to ensure that their plan will not influence other mates and related tasks,while adding their task descriptions to the sharing report.Also they need to have an access to book rooms for meeting. |
| Human Resources | medium | high | Human resources need to put information of new and old employees into the system and mark their access authority to make sure the whole system is working as it should. Human Resources have all the information that the employees submitted on this platform, to make sure the authority is correct and always ready to have a change on the system. Human resources need all the information and the final access to the access athority. |
| IT Department | low | medium | IT Department is a department that needs to change the working process and update the newest change of the work to the server. They are coders that can keep the system working At the same time, they can finish the the project that the company gave them online or offline then upload them on the server that the company holds. IT are the main user of the maintainance, repairing and the server, they have assignments that need to update or rewrite the logs of the server. They need the access to the server and the authority to change or update new logs. |
| Facility Manager | medium | low | Falicity Manager need to update the statement of all the meeting rooms, and make sure the arrangements are correct. They provide all the working space and meeting rooms. They are sure to update the statement at anytime, at the same time , allowing emergent meeting to have priorty from the normal meetings. They need to have the authority to change the statement of the rooms and staff table, to make sure the calendar can work as recorded. And need to have a communication with the original booker to change a time period of reservation or change a room. |

# 3. Business Process Model

## 3.1 Context Diagram

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## 3.2 BPMN diagram

1.Business Process: Remote working approval process

Responsible student: Xiaoyuanying Kuang

The remote working approval process provides a window for supervisors to interact with employees. After the employee submits a request for remote work, which includes details of planned hours and resources needed, the system should timely transmit it to the supervisor. Direct supervisor reviews the request and approves or rejects it based on the information provided.If approved, the employee’s remote work hour plan and asking resources are recorded and updated in the system.Therefore, the whole staff could have a overall control of task allocation to ensure that they have no conflict with each other.If rejected, the employee is notified and alternative arrangements may be discussed.In this part, he may get the feedback from the supervisor to understand modify target.

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2.Business Process: Room Booking System

Responsible student: Fengyuan Cao

The room booking system is set to help the employees to have a better experience in booking rooms for a small meeting or for a small communication between the group members. First , the employee who wants to have a meeting offline submits a request for a meeting, acording the details of the meeting such as the time, the members of the meeting and the topic of the meeting. Then the request is sent to the supervisor, the supervisor needs to have an approvement for the further steps of the meeting. If the request is rejected, then the booking is end, and the employee will not allow to have a meeting, the detail for the rejection will be sent by the supervisor. If the request is approved, then the detail will be sent to the facility manager, and the manager will have a search for the room statement. After searching for the most suitable room, the room will be marked as occupied. There will be a feedback from the facility manager, and the employee can take the meeting as planned, or not to take by their own choice.

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3.Business Process: Shared calendar synchronization process

Responsible student: Yueheng Wang

The shared calendar system is used to help employees unify their personal calendar with the calendar of the department/unit, and facilitate employees to view the task plan activities of the department.

Departments/units have a common calendar with schedules and activity plans, and when employees request to synchronize their calendars with shared calendars, supervisors handle the request.

If approved, the system automatically synchronizes the shared calendar to the employee's personal calendar, and the employee can see the department/unit tasks and planned activities;.

If disapproved, synchronization is not possible.

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4.Business Process: Resource management process

Responsible student:Jun Qi

*The resource management sysytem is designed to hanndle employee requests of updating remote resources when the change of circumstances happen.*

*At first,the employee send a request to humnan resources to update the resource.The human resources handle the request in time through the sysytem.*

*If approved，the human resources reallocate the resources and then IT department update the resource and information on the system.The employees also receive a successful update feedback through the system.*

*If disapproved, the process terminates.*

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5.Business Process: time reporting system

Responsible student: shiyao Tang

The time reporting system is used to handle the reporting problem of employees in the company.

First of all, employees need to send the work and tasks involved in hour to superior in the form of a brieding.

The superior is responsible for accepting and sorting out the briefing, putting forward suggestions and feedbacks to the employees, packaging the briefing and sending it to the Human Resources Department .

After verification, the Human Resoure Department will store the briefing in the database and provide suggestions and feedbacks.

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# 4. Specification and Documentation

## 4.1 Epics and User Stories

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| **Final user/Stakeholder:** Employee | |
| **Epic #1** | As an employee, I want the system could improve the efficiency and effectiveness of our employees working progress, so that I can coordinate my own working plans. |
| **User Story 1** | As an employee,I want the system can update the schedule in time,so that I can make adjustments according to the arrangements of others. |
| **User Story 2** | As an employee, I want a timely report to share the tasks' description with my colleague , so that we can understand others thoughts. |
| **User Story 3** | As an employee,I want the system can have a clear and noticeable sign in the calendar so that I can identify what is my plan and what time have a conflict with my college. |
| **User Story 4** | As an employee,I want the system can provide physical room information,so that I can easily schedule time to communicate with teammembers. |
| **User Story 5** | As an employee, I want to receive ongoing timely feedback and recognition from my direct supervisor, so that I will be motivated to perform better and helps me grow professionally. |

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| **Final user/Stakeholder:** Direct Supervisor | |
| **Epic #1** | As a direct supervisor, I want to foster a positive work environment, increase employee engagement, and ultimately improve overall team performance. |
| **User Story 1** | As a direct supervisor, I want to get remote work arrangements for employees , so that I can have a overall control of the work of our working team. |
| **User Story 2** | As a direct supervisor, I want to provide timely and constructive feedback to my team members, recognizing their achievements and identifying areas for improvement. |
| **User Story 3** | As a direct supervisor, I want to ensure effective communication within the team, facilitating collaboration, sharing important updates, and addressing any conflicts or issues that may arise. |
| **User Story 4** | As a direct supervisor, I want to facilitate effective team communication through regular team meetings, utilizing appropriate communication tools and platforms to ensure everyone is informed and engaged. |
| **User Story 5** | As a direct supervisor, I want to view the hour reporting system of employees,so that I can learn about specific work progress. |
| **User Story 6** | As a direct supervisor, I want the request from the employee includes enough information to assure that there will be no disruption for colleagues and related tasks. |

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| **Final user/Stakeholder:** Facility Manager | |
| **Epic #1** | As a facility manager, I want to change the room statement and the statement of the staff table so that I can help the plan on the calendar going as schedule. |
| **User Story 1** | As a facility manager , I want to have the access to all the room information , so that I can know how big is each meeting room and how much people can have while having a meeting. |
| **User Story 2** | As a facility manager, I want to access to the status of each room ,so that I can change the statement of the rooms and approve the reserverance or not. |
| **User Story 3** | As a facility manager, I want to have the fault report of each room, so that I can send the maintainance man to repair the faults in time to prevent the meeting can not going as planned because of the fault. |
| **User Story 4** | As a facility manager, I want to have access to the communication system, so that I can have a communication with the booker if the reservation is failed. |
| **User Story 5** | As a facility manager, I want to have access to a radio system so that I can give the information out if there are emergency meeting or rooms being occupied by serious matters. |

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| **Final user/Stakeholder:** IT Department | |
| **Epic #1** | As a normal staff in IT Department, I want to have all the access to the server so that I can have my assignment done and upload on the server. Furthermore , I can have the code of the page and fix some bugs. |
| **User Story 1** | As a staff of IT department, I want to access the server at anytime any where, so that I can upload the logs in tome to catch the due date of the project. |
| **User Story 2** | As a staff of IT department, I want to have the code of the pages , so that I can find the bugs and discuss with my colleges for a mending plan. |
| **User Story 3** | As a staff of IT department, I want to have a portal to access the gateway for the coding project, so that I don't need to draw a lot of information everytime editing the project. |
| **User Story 4** | As a staff of IT department, I want to have an access for the communication system, so that I can communicate with my college what to do and where to fix. |
| **User Story 5** | As a staff of IT department, I want to have an access to the booking system sao that I can book rooms for a small meeting between us developers. |

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| **Final user/Stakeholder:** Human Resources | |
| **Epic #1** | As the manager of Human resouces, I want the system could statistics on the working status and efficiency of all employees, and provide data as auxiliary data to help our personnel department coordinate human resources and modify and improve existing work policies |
| **User Story 1** | As the manager of Human resouces,I want to know the status of the employees which I wanted ,like working hours ,working allocation, working results. |
| **User Story 2** | As the manager of Human resouces,I wants to have list of the status of the physical room, so that I can decide the form of staff training. |
| **User Story 3** | As the manager of Human resouces, I want send the messages to employees which I want, so that I can inform the relevant staff of the necessary office policy changes. |
| **User Story 4** | As the manager of Human resources, I want to collect employees' opinions and suggestions on existing smart office policies,so that I can improve the policy well. |
| **User Story 5** | As the manager of Human resources, I want to know the performance of the staff,so that I could do a good job in human resources mobilization. |

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# Appendices

# Contributions Table

|  |  |
| --- | --- |
| **Contributor:** | **Contribution(s): (Tasks/Sections/**  **Diagrams)** |
| Fengyuan Cao  202219005 | I have taken part in all the parts of the assignment, the case study is copied from the teacher's document, and the assumption we write the part that we were assigned for. And as all the part was divided into 5, we finished them as we take care of one for each person. |
| Yueheng Wang  202219044 | I have taken part in all the parts of the assignment, the case study is copied from the teacher's document, and the assumption we write the part that we were assigned for. And as all the part was divided into 5, we finished them as we take care of one for each person. |
| Xiaoyuangying Kuang  202219102 | I have taken part in all the parts of the assignment, the case study is copied from the teacher's document, and the assumption we write the part that we were assigned for. And as all the part was divided into 5, we finished them as we take care of one for each person. |
| Jun Qi  202219015 | I have taken part in all the parts of the assignment, the case study is copied from the teacher's document, and the assumption we write the part that we were assigned for. And as all the part was divided into 5, we finished them as we take care of one for each person. |
| Shiyao Tang  202219063 | I have taken part in all the parts of the assignment, the case study is copied from the teacher's document, and the assumption we write the part that we were assigned for. And as all the part was divided into 5, we finished them as we take care of one for each person. |