Product Requirements Document (PRD)

Product Name: TBD (Time Tracking App)

Owner: [Your Name / Product Manager]

Version: Draft v1.0

Date: [Insert Date]

# 1. Purpose & Vision

The app will provide an intuitive and compliant time tracking system for employees, contractors, and clients. It aims to simplify timekeeping, compliance with labor laws, reporting, and integrations with productivity platforms.

Vision Statement: A modern, easy-to-use, and compliant time tracking tool that integrates seamlessly with Weyobe and third-party platforms, while scaling globally across diverse legal frameworks.

# 2. Target Users

* Employees – Track daily time, breaks, and lunches.
* Contractors – Track billable hours and submit for approval.
* Team Leads – Manage team schedules, approve time, monitor overtime.
* Managers – Configure policies, view reports, approve/deny timesheets.
* Admins (Org-level) – Configure departments, policies, integrations.
* Client Admins – Review billable hours for projects/contracts.
* Global Admins – Oversee multi-organization setups, compliance rules.

# 3. Key Features

## 3.1 Core (MVP)

* Responsive Design – Mobile, tablet, desktop ready.
* Authentication & Access: Standard login, SSO (SAML, OAuth, Google/Microsoft SSO), Role-based permissions.
* Time Tracking: Clock in/out, Record breaks and lunches, Edit or request edits (with approval workflow).
* Workday Definitions: Admins/managers define standard workday length, mandatory breaks/lunches, paid vs unpaid breaks.
* Compliance Alerts: Automated reminders for missed lunches, overtime detection (8-hour daily or 40-hour weekly configurable by region), night shift differential support.
* Departments & Projects: Organize employees into departments, allocate hours to projects (basic categorization).
* User Experience: Pretty UI, employee & manager dashboards, simple onboarding.

## 3.2 Integrations

* Weyobe Dashboard (native integration).
* MS Teams / Slack (clock in/out via bot, receive reminders).
* Google Workspace / Outlook (calendar-based scheduling sync).
* Exports: CSV, XLSX, API endpoints.

## 3.3 Advanced / Future Features

* Geo-fencing / IP restrictions (e.g., clock in only at work site).
* Facial recognition / biometric login (optional).
* AI compliance engine to flag labor law violations.
* Payroll & Billing Integration (QuickBooks, Gusto, ADP).
* Timesheet Approvals workflow.
* Globalization: Multi-language support, holiday calendars, local labor rules.
* Analytics & Reporting: Overtime trends, attendance heatmaps, project-based cost allocation.
* Notifications & Reminders: Push/email reminders for breaks and overtime.

# 4. Compliance & Legal

• Labor law database: Support U.S. (federal + state) and international rules.

• Configurable compliance rules: Admins can override defaults.

• Audit logs: All edits tracked with timestamps and approvers.

# 5. Non-Functional Requirements

* Scalability – Support 1,000+ concurrent users initially.
* Performance – Clock-in/out action < 1 second.
* Security – Role-based access, AES-256 encryption, HTTPS, SOC2 readiness.
* Accessibility – WCAG 2.1 compliant.
* Extensibility – Open APIs for future integrations.

# 6. MVP vs. Phase 2

## MVP Must-Haves

* Responsive UI
* Role-based access
* Clock in/out + breaks/lunches
* Workday definitions
* Basic compliance alerts
* Department structure
* SSO login
* Weyobe Dashboard integration

## Phase 2 (Post-MVP)

* Client admin role
* Overtime alerts by notification channels
* Payroll/HR system integrations
* Night shift differential logic
* Advanced analytics & reporting
* Multi-country compliance database
* MS Teams / Slack bot

# 7. Success Metrics

* Adoption: 80% of employees using within 1 month.
* Accuracy: <2% error rate in logged hours.
* Engagement: >70% of users log time daily.
* Compliance: 100% detection of break/overtime violations.
* Satisfaction: >4.5/5 average user rating on usability surveys.

# 8. Risks & Considerations

* Legal Variance: Labor laws differ by jurisdiction – flexible compliance rules required.
* User Resistance: Employees may resist monitoring – UX must be transparent.
* Integration Complexity: Payroll/HR systems have varying APIs.