

HRoftware

HR Management Software Vision

Version <1.1>

Revision History

Date	Version	Description	Author
16/03/2014	1.0	Preliminary version of the HR Management Software (1.1, 1.2, 1.3, 2.2, 2.3, 3.1, 3.2, 3.3, 3.5.1, 3.5.2, 3.5.3, .3.5.4, 3.7, 4.2)	Szymon Wójcik
16/03/2014	1.1	Updates (1.3, 1.5, 2.3, 3.1, 3.3, 3.4, 3.5.1, 3.5.2, 3.5.3, 3.5.4, 3.6.1, 3.6.2) and adds new sections (2.1, 4.3, 4.4, 4.5, 5.1, 5.2, 6, 7, 9.1, 9.2, 10.1, 10.2, 10.3, 10.4)	Piotr Wojciechowski

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Vision

1. Introduction

1.1 Purpose

The purpose of this document is to collect, analyze and define high-level needs and features of the HR Management Software. It focuses on the capabilities needed by the stakeholders, and the target users, and why these needs exist. The details of how the HR Management Software fulfils these needs are detailed in the use-case and supplementary specifications.

1.2 Scope

This Vision Document applies to the HR Management Software (HRMS), which will be developed by the group of students. This group will develop this client-server system to interface with existing database system. The HRMS support:

- record keeping and accounting work time,
- administration of the company organizational chart,
- course administration,
- administration of non-wage benefits, including the Departmental Social Fund,
- keeping the employee in accordance with the requirements of the legislature and the standards set by the employer,
- planning staffing needs and administration of the recruitment process of new employees and the process of their implementation to the company,
- system administration periodic evaluation of employees and cooperation with trade unions.

1.3 Definitions, Acronyms and Abbreviations

HRMS – HR Management Software

CRUD – Create/Read/Update/Delete functions

PM – Project Manager

1.4 References

TBD

1.5 Overview

Document is kept to be short and simple. It contains most valuable information for stakeholders, project management departure and workers. Vision is composed of comprehensive information about product, including general description of project (2), roles of workers in project and user description (3) and overall specification of software. For more detailed information about Vision's organisation check Table of Contents.

2. Positioning

2.1 Business Opportunity

Efficient HR department is one of the most important tool of successful business development nowadays. Growing amount of information requires unified document circulation inside company and proficient public document management, including all legislation records and tax-specific acts handling. This task is harder to achieve taking into account constant changes forced by dynamic market. Our software provides a disciplined approach to creating and managing Human Resources specific information. It allows to get clearly presented information about current or past states of company and to fulfill needed documents to different public institutions, keeping all forms free of errors. All features of software is dedicated to reduce costs of corporate management by decreasing the time of routine HR department tasks and limiting additional work spent on formal documents.

2.2 Problem Statement

The problem of	control of the correctness of the documents to different institutions
affects	all size companies
The impact of which is	companies sometimes send/have poorly filled documents
A successful solution would	validation of documents by HRMS, download recent legislation, document templates

The problem of	the possibility of cooperation with external institutions
affects	new companies on market
The impact of which is	little or no possibility of cooperation
A successful solution would	efficient electronic circulation of documents

The problem of	growing information about personnel
affects	dynamically expanding businesses
The impact of which is	extra time spent on organizing internal documents and information
A successful solution would	improve and simplify information handling and inner documents circulation

The problem of	constantly changing staff, company hierarchy and legislations agreements
affects	HR departments
The impact of which is	additional costs for hiring extra workers to do supplementary tasks needed to satisfy current and formal requirements
A successful solution would	give highly customizable overview on actual company structure and simple CRUD information system

2.3 Product Position Statement

For	companies
Who	Fell the need for good HR management software that provides more than known the software of this type
The (product name)	HR Management Software
That	provides highly customizable system which gives requested information about enterprise, controls the correctness of the documents to different institutions and gives full support to cooperation with external institutions
Unlike	current available HR management software's that do not support control of the correctness of the documents to different institutions and do not unify approach to document circulation
Our product	control and management database system, application, optionally application server. The system supports local access through keypad and remote access through handheld computers.

3. Stakeholder and User Descriptions

3.1 Market Demographics

The target market includes companies with minimum one employee. The users are anticipated to be customers who have not yet good and/or cheap HRMS. That gives enormous amount of potential users. Considered the best HRMS are very expensive (~200000€). We are new in this area but we use the newest technologies and perhaps we will align with one or more software companies. We can offer also a better pricing than competitors by reducing the costs of software development process.

3.2 Stakeholder Summary

Non-User Stakeholders

Name	Represents	Role
System Analyst	This is stakeholder that works with the stakeholders to gather their needs.	Leads and coordinates requirements elicitation and use-case modeling by outlining the system's functionality; identifying what actors exist and what use-cases they will require.
Software Architect	This is stakeholder that is primary for leading the system development	Responsible for the software architecture, which includes the key technical decision; implementation for the project.
Project Manager	This is stakeholder that is primary for leading the system development.	Plans, manages and allocates resources, shapes priorities, keeps the project team focused; responsible for providing timely.
Market Analyst	This is stakeholder that will assist our abilities to position our product successfully.	Ensures that is going to be a market demand.

3.3 User Summary

Name	Description	Stakeholder
Employee	End user of the system	Self
Personnel	Primary end user of the system, HR employee	Self

3.4 User environment

The users access the HRMS locally and remotely. Remote access is wireless or using a landline. Supported operating system, such as Windows (from Microsoft), Pocket PC (from Microsoft), Android (from Google), iOS (from Apple). Further version of software may include web-based application with online client available under webpage panel as a mean of multiplatform access. To completing the task we usually need one person. It is difficult to say about amount of time spent in each activity, it depends on the database system. Only requirement is integration of HRMS with standalone database.

3.5 Stakeholder Profiles

3.5.1 System Analyst

Representative	none
Description	IT employee
Type	Person with understanding of customer needs, UX knowledge and good communication skills
Responsibilities	Leads and coordinates requirements elicitation and use-case modeling.
Success Criteria	The correct term functionality of the system; identified actors
Involvement	Project Manager's advisor, participant in discussions with customers, user needs analysis
Deliverables	Use-case diagrams, user requirements, description of target functionality
Comments / Issues	

3.5.2 Software Architect

Representative	none
Description	Software developer, leader of developers' team
Type	Head of development team, technical project manager
Responsibilities	Managing and assigning tasks, measurement of progress
Success Criteria	Achievement of milestones in time, working and fully functional stable releases of software
Involvement	Design and development of software architecture, software functionality and management of development team
Deliverables	Working releases of product at the end of every iteration
Comments / Issues	

3.5.3 Project Manager

Representative	none
Description	Project leader
Type	PM with good organization skills and team management abilities
Responsibilities	Designing and planning whole production process
Success Criteria	Realistic work plan with clear objectives and a well-designed course of production
Involvement	Development of workflow
Deliverables	Tasks list, production plan
Comments / Issues	

3.5.4 Market Analyst

Representative	none
Description	Economist, market analyst
Type	Analyst with good knowledge of market
Responsibilities	Market profiling, customer profiling, marketing base planing
Success Criteria	High sales of product
Involvement	Description of current market state, finding customers sources, profiling basic sales plans
Deliverables	
Comments / Issues	

3.6 User Profiles

3.6.1 Personnel

Representative	none
Description	Member of human resources team
Type	Casual member
Responsibilities	Visit page http://en.wikipedia.org/wiki/Human_resource_management
Success Criteria	Being able to accomplish his tasks with HRMS
Involvement	Tester of product in early versions
Deliverables	Feedback, bug reports
Comments / Issues	Trends that make the user's job easier or harder

3.6.2 Employee

Representative	none
Description	Employee of company
Type	Casual user
Responsibilities	Reporting presence, submitting changes of personal information
Success Criteria	Simple, collision-free usage of HRMS
Involvement	Tester of software in later non-stable releases.
Deliverables	Short feedback
Comments / Issues	

3.7 Key Stakeholder / User Needs

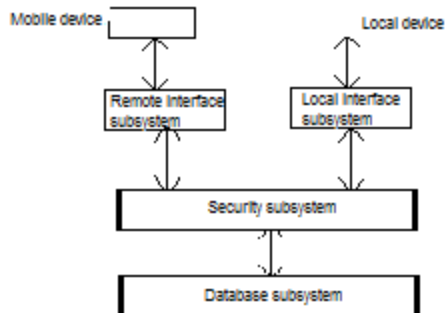
Need	Priority	Concerns	Current Solution	Proposed Solutions
Secured access	High	Management of private user information	None	Manage user access with login, password and encryption
Easy to use	High	Ability to provide intuitive navigation	None	Provide user friendly, highly intuitive navigation with offline and online help
Configuration	High	Ability to provide a truly customized user experience	None	Provide a simple ability to customize the application by modular software architecture

3.8 Alternatives and Competition

- one of modules of MS Dynamics AX,
- payroll programs
- expensive, but highly specific, customized systems dedicated for one specific enterprise

4. Product Overview

4.1 Product Perspective



4.2 Summary of Capabilities

Customer Support System	
Customer Benefit	Supporting Features
Flexible access to the application	Local and remote access
Secured access to the application	Authentication, authorization, access control to the system
System responds quickly	
Employee development	add, modify, delete data about employees
Course administration	
Autogenerated summaries	juxtaposition of gathered data

4.3 Assumptions and Dependencies

- computer with one of supported OS and database access (remote/local)

4.4 Cost and Pricing

TBD in future versions.

4.5 Licensing and Installation

The product does not require professional installation - no IT-specific skills are needed. Every office worker is able to install this program.

Software would be available as one-time paid offline version and - in future - as web application with highly customizable pricing plan. Both version would be compatible with each other, that is to say you can export your offline version database into web application and vice versa.

5. Product Features

5.1 HR Management Team's features:

- log in
- log out
- entering new employee data
- editing existing employee data
- deletion of existing employee from database
- archiving past employees data
- assigning employees to projects
- assigning employees to departments
- creating reports containing:
 - current employees
 - averages wages
 - departments' statistics
 - productivity measurements
 - qualifications tree
 - project views
 - legal acts
 - hidden labor costs
 - most valuable activities
 - most valuable professionals
- creating graphs containing:
 - contribution in project
 - participation in company gains
- adding new training
- editing existing training
- generating forms for:
 - ZUS
 - US
 - GUS

5.2 Employee's features:

- reporting the presence at workplace
- reporting left of workspace
- applying for holiday
- reporting of compensation

6. Constraints

User computer needs to be authenticated to use remote database, or needs to contain a localhost database server.

7. Quality Ranges

- **Availability:** on local computer with connection to database
- **Usability:** software needs to be kept simple, main features need to be emphasized
- **Security:** software needs to be immune to web attacks and needs to provide secure login service

8. Other Product Requirements

8.1 Applicable Standards

Offline version: platform compatibility (Windows, Linux, Android, iOS).

On-line version: lightweight connection architecture (probably HTML5 and AJAX, TBD in future)

8.2 System Requirements

Computer client:

- OS: Windows, Linux
- local/remote database server (MS SQL, MySQL)

Smartphone client:

- OS: Android, iOS

9. Documentation Requirements

9.1 User Manual

User Manual will be printed and delivered with installation disk or - in case of downloaded version - will be available to download. It will contain complex description of GUI, glossary of terms, basic tutorial and web referencies. It should cover only basic functionality - rest of tips will be accessible on company webpage.

9.2 Online Help

Online Help will be delivered when online version of client would be in production. It would be partially integrated with service by system of tooltips and link to FAQ and Help Service.

More detailed concept of Online Help - TBD in future.

9.3 Installation Guides, Configuration, Read Me File

Software installer will come with Installation Guide, User Guide and Read Me File:

- Installation Guide - contains step-by-step instruction telling how to setup software on user's computer and basic installer troubleshooting, delivered as PDF file
- User Guide - contains simplified but complex instruction about program's functionality, delivered as PDF File
- Read Me file - contains help-links library, troubleshooting instruction, list of known issues, contact to developers

9.4 Labeling and Packaging

Every component of software and whole documentation is covered with a unified graphical identification of the company. Installer contains legal agreement, which contains additional copyright information and patent notices.