User type(title): Base User,Team Leader, CEO

Access Level:

1. CEO

-Promote BU to Team Leader

-Create Workgoup/assign participants

-Create projects/assign to participants or workgroups.

-Set a complain to a user

-Activate/deactivate a user

1. Team Leader

-Is a supervisor of a workgroup

-Update Workgroups. (But not permit to remove participants)

-Approve/Reject requests (permission…) of BU from Workgroup in which is the supervisor

-Submit a complain on a BU.

-Track the timesheets of all the BU.

1. Base User

-Belongs to a workgroup

-Can submit his timesheet

-Add an event or accomplishment on a date

-Generate his daily/weekly/… report

-Submit a request (permission,holiday…)

-Manage his profile

TimeSheet

A timesheet is a daily report in which a user can add one or many items to specify what he did on that day.

A timesheet must have :

-An Owner

-An approver

-A date submitted date

-A status

-timeSheet Items

It may have a:

-description

-Approver Comment

A timesheet Item has:

-startTime

-endTime

-Project

-Description