Software Requirements Specification

For

[Schedule Assistant]

[01/23/2015]

[2.1]

Prepared by: Team 3

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Revision History

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| --- | --- | --- | --- |
| **Version** | **Date** | **Name** | **Description** |
|  | **1/23** | **Samaa Gazaa** | **Added initial features and use cases based off of project scope** |
|  | **1/24** | **Adam Guerrero** | **Collaborated to review features and use cases** |
|  | **1/25** | **Samaa Gazaa** | **Inserted features and use cases relative to system requirements and project scope** |
|  | **1/26** | **Adam Guerrero** | **Edited Use cases and document index** |
|  | **1/27** | **Mike Harris** | **Formatted and organized project document** |
|  | **2/1** | **Adam Guerrero** | **Update for Operational requirements** |
|  | **2/5** | **Adam Guerrero** | **Update** |
|  | **2/9** | **Adam Guerrero** | **Product Backlog Update** |
|  | **2/15** | **Adam Guerrero** | **Formatted and organized project document** |
|  | **2/20** | **Mike Harris** | **Update** |
|  | **2/20** | **Adam Guerrero** | **Edit and Review** |
|  | **2/20** | **John** | **Edit and Review** |

# Introduction

## Overview

The Schedule Assistant software is designed for upper management. This software has been created to help upper management control and organize on-call rotations within the organization. This document will provide the user with a thorough outline of the purpose of the software, and what the software has been designed to achieve. This document will include a high level view of the software design. A section for primary and secondary users as well as functional and nonfunctional requirements, features, and constraints.

This document will identify functional and nonfunctional requirements as well as implementation constraints. The document a handbook to any audience within the organization seeking to achieve a more thorough understanding of the Scheduling Assistant Software. The Software Requirement Specification handbook will include a list of general product features as well as detailed system behavior needed to deliver these features. Detailed system behavior will be expressed as use cases or usage scenarios.

The Scheduling Assistant is a web-based software created and designed to assist upper management with organizing, generating, and maintain schedules. The Scheduling Assistant seeks to achieve competency within the rotation scheduling of the organization. The software has been created to minimize the manual level of effort it takes management to create on-call rotation scheduling.

## Goals and Objectives

1. Provide a usable efficient system that allows management to view current and past schedules. As well as to create dependable future schedules.

2. Create reliable schedules that will decrease the level of effort that goes into manually altering and creating a rotation schedule. In return this should increase workflow and any confusion that have occurred due to an incompetent system.

3. The Scheduling Assistant will offer a user friendly interface. Leaving the user worry free the back-end storage and development that comes with complex software. Although these functionalities will still be available if the user wishes to access.

## Scope

This software will provide an equitable schedule for employees based on when employees are out of the office, previous rotations, and will account for holidays. The system will operate in a browser and be hosted locally on the system. The software will not be providing for security or authentication of the user, and is not intended to be exposed to the internet.

System features are described below. The system features section below does specify exactly what will be included in the system; however, it is not presented in a way that makes clear functionality at the boundaries of the system.

## Definitions

This section defines potentially unfamiliar or ambiguous words, acronyms and abbreviations.

**Use case** – describes a goal-oriented interaction between the system and an actor. A use case may define several variants called scenarios that result in different paths through the use case and usually different outcomes.

**Scenario** – one path through a use case

**Actor** – user or other software system that receives value from a use case.

**Role** – category of users that share similar characteristics.

**Product** – what is being described here; the software system specified in this document.

**Project** – activities that will lead to the production of the product described here. Project issues are described in a separate project plan.

**Shall** – adverb used to indicate importance; indicates the requirement is mandatory. “Must” and “will” are synonyms for “shall”.

**Should** – adverb used to indicate importance; indicates the requirement is desired but not mandatory.

**May** – adverb used to indicate an option. For example, “The system may be taken offline for up to one hour every evening for maintenance.” Not used to express a requirement, but rather to specifically allow an option.

**Controls** – the individual elements of a user interface such as buttons and check boxes.

## Document Conventions

This section describes presentation conventions use in the document.

Portions of this document that are incomplete will be marked with TBD. Each TBD item will have an owner and estimated date for resolving the issue.

## Assumptions

It is assumed that there will only be a single user for the application. As a result, no access control is to be provided in the software. The scope of this project assumes that the software will be hosted locally on the user’s computer and not exposed to the internet. As a result, no authentication will be included in the initial release. A quarter is assumed to be a fiscal quarter in terms of the default behavior of generating a schedule if no other parameters are provided. The software assumes that the user will be available to make minor corrections, therefore the software is not fully autonomous and will need to be re-ran if information about employees change since the previous schedule generation. Manual specification for the time frame of schedule generation will be provided to facilitate this need.

# General Design Constraints

## Product Environment

The Schedule Assistant program exists as a part of the existing employee management systems in place at Commerce Bank. Validation of vacation for example will be handled by the existing solution. Our software will facilitate a rapid, low interaction generation of on-call schedules based on employee information that is maintained by the user. This is intended to replace the current mechanism of manually updating Excel spreadsheets as schedules change and need to be created.

## User Characteristics

**User:** On-Call Assistant is a single user program. The user has full liberty to modify schedule data, out of office times for employees, manage employee information, and create schedules. The user is also able to manually override individual rotations if deemed necessary.

## Mandated Constraints

On-Call Assistant is to be written in the C# programming language and built as a web application for deployment by the customer. The Visual Studio IDE should be used for this development to facilitate easier maintenance and expansion by the user in the future.

## Potential System Evolution

By working with ASP.NET it will be possible to provide a layer of authentication and access control over the existing application. This would enable the user to create a sub class of users who can view the calendar directly without modifying it. If this is done, the software would be safe to expose to the internet.

Additionally, the software will allow for new projects to be added and have on-call schedules generated for them. Projects can be customized to alter the length of their rotations.

# Nonfunctional Requirements

Manageable, scalable, maintainable, and available. The system will be manageable in that the user will have easy access and control over the system. The will be able to use the system without great difficulty. The system will be scalable in that as the company grows the system will still perform as it was initially designed to do. The system will not require a great deal on maintainability by the user. Further nonfunctional requirements are listed below in the sub sections; 3.1, 3.2….etc.

## Usability Requirements

It’s hard to image a software system that doesn’t have usability as one of its highest nonfunctional quality requirements. It’s not enough to just say that the system should be usable though. Usability requirements must be stated in a quantifiable and testable way.

One method of specifying usability requirements is to specify efficiency, effectiveness and satisfaction goals for specific scenarios of use (section 4) carried out by representative users (section 2.2). A simpler alternative is to design a survey to measure user satisfaction and get consensus on who will take the survey and what will be considered an acceptable aggregate score.

## Operational Requirements

This system is designed for middle and upper management. The system will have a lot error rate. As well as provide fast response time to the user. The system will provide the ability to quickly generate, and edit rotational schedules.

## Performance Requirements

The main performance characteristics are speed and capacity (memory). Performance requirements are usually stated as a function of the number of concurrent users. Use this section to state the performance requirements of the system as a whole. If specific transactions have their own performance requirements state these requirements below along with the description of the feature.

***Example:***

System startup time should be less than 3 seconds. With 30 concurrent users no operation should take more than 5 seconds and 95% of the operations should take less than 2 seconds.

## Security Requirements

Access to data and features may be limited to specific users. There may also be a requirement to keep an audit trail of system use. This section describes the security requirements including the levels and what needs to be protected.

## Safety Requirements

The system may affect the safety of the larger environment. For example, there are limits on the intensity of stray electromagnetic radiation from electronic devices used in hospitals. Potential safety concerns should be investigated and documented in this section.

## Legal Requirements

Some security and safety requirements may also be legal requirements. For example, federal law protects confidentiality of medical records.

***Example:***

Student social security numbers will not be visible to other students.

## Other Quality Attributes

There are specific sections above for non-functional quality attributes such as security, performance, etc. In this section describe any other non-functional quality attributes such as portability, availability, etc.

## Documentation and Training

An important part of the total system is the documentation and training that is provided with the system. This section should describe the types and quantity of documentation and training that will be provided with the product.

## External Interface

External interfaces may be user interfaces or software interfaces.

### User Interface

The user interface will convey a simple, utilitarian aesthetic. The software provides a mechanism to automate a very specific task and the limited interface will reflect that. Limited does not mean cumbersome however. A flat structure for control is to be used, with no configuration nested far from the landing page which will be directly reachable in any subpage.

Schedule information is to be conveyed via a calendar to provide quick, concise data about who will be scheduled for on-call rotations and when.

### Software Interface

The scheduling algorithm will be provided as an isolated API and can be extracted and user elsewhere if necessary. The inner workings will not be exposed to the program so this interface can be replaced to alter the scheduling behavior of the program.

# System Features

In this section we have documented the main features of the web application. Each feature will include a description and priority rating. The description is a brief overview of functional requirement(s) the feature accomplishes. The priority level is based on three factors cost, risk and value. The developer estimates cost and risk, the user estimates the value of the feature. If there are any functional and/or nonfunctional requirements not included within the use case or feature description there will be a section including these needed requirements.

## Feature: Time Away Specification

### Description and Priority

Since the system is expected to assist the user in scheduling time away for each employee, this feature gives the user the ability to include such dates in the system.

Cost: medium

Risk: low

Value: high

### Use Case: Future Time Away

**Actors:** administrator

**Description:** The use-case begins when the administrator acquire time-away information of an employee. In which case the administrator will need the ability to enter the time-away into the schedule.

**Basic Path:**

1. The administrator will go to the schedule page.
2. The administrator will provide the time-away to the time-away form.
3. The system will provide a confirmation and update the schedule.

### Use Case: Past Time Away

**Actors:** administrator

**Description:** The use-case begins as the administrator attempts to enter past time-away information of an employee. The administrator should have the ability to enter time away of past dates.

**Basic Path:**

1. The administrator will go to the schedule page.
2. The administrator will provide the time-away to the time-away form.
3. The system will provide a confirmation and update the schedule.

### Additional Requirements

The user should be presented with a button that easily provide a form to enter the date and name of a time away, alongside with the employees information. In addition, the user should be able to view the changes made instantaneously.

## Feature: Employees List Editing

### Description and Priority

This feature provides the user with the ability to edit the employees list by either: adding, deleting or editing an employee’s record. This feature is highly needed in the case of change in employees’ roles as much as in the hiring process.

Cost: medium

Risk: low

Value: high

### Use Case: Adding an Employee

**Actors:** administrator

**Description:** The use-case begins as the administrator acquires the information of a new employee. The administrator should have the ability to add a new employee record to the employees list.

**Basic Path:**

1. The administrator will go to the employees’ list page.
2. The administrator will provide the needed information about the new employee.
3. The system will include the new record in the employees list.

### Use Case: Removing an Employee

**Actors:** administrator

**Description:** The use-case begins as the administrator desires to remove an employee record from the list. The administrator should have the ability to delete an existing employee record.

**Basic Path:**

1. The administrator will go to the employees’ list page.
2. The administrator will choose the desired employee record to delete.
3. The system will remove the specified record from the employees list.

### Use Case: Update Employee Information

**Actors:** administrator

**Description:** As the administrator desires to update the information included in one or more of the employees records, such as the application each employee is working on, this use case shall occur. The administrator should have the ability to edit the information in an employee’s record easily.

**Basic Path:**

1. The administrator will go to the employees’ list page.
2. The administrator will choose the desired employee record to edit.
3. The administrator will change and fill the form according as needed.
4. The system will update the edited record in the employees list.

### Additional Requirements

The user should be able to easily find the needed buttons on the employees list that will assist him in completing the previously mentioned use case.

***4.3 Feature: On-call schedule***

**Actors:** User/Manager

**4.3.1 Description and Priority**

The on-call schedule feature within the web application is created to automatically generate a schedule which will display the employees who are on call. The schedule that is generated will display and depict a specific time frame the employees are on call.

Cost: medium

Risk: low

Value: high

**4.3.2 Use Case: Generate schedule**

As a user I want to auto generate a schedule that will display the employees who are on call for a certain amount of time; week, weekend, month, etc…

**4.3.3 Additional Requirements**

The on-call schedule feature should be easy to access and user friendly. It should take the user little effort to use, and should be 99.9% accurate. Furthermore the schedule should be readable by employers.

***4.4 Feature: Schedule Editor***

**Actors:** User/Manager

**4.4.1 Description and Priority**

The feature to generate a new schedule once it has been edited will allow the user to create a new version of an already generated schedule. This feature will be helpful if the user has already created a schedule and identifies errors or has last minute changes. The feature will allow them to generate a new updated version of the calendar.

Cost: low

Risk: low

Value: high

**4.4.2 Use Case: Generate updated schedule**

As a user I want to generate a new updated schedule that will allow my employees including the person on call to view their weekly schedule obligations.

**4.4.3 Additional Requirements**

**N/A**

***4.5 Feature: Read-only version of calendar***

**Actors:** All employees

**4.5.1 Description and Priority**

The read-only feature allows the user to create a calendar accessible to all employers. This feature applies restrictions to the calendar so that it is read only. Read-only documents cannot be modified, and are only accessible by specified personnel.

Cost: med

Risk: low

Value: medium

**4.5.2 Use Case: Generate calendar**

As a user I want to create a read only version of the calendar that can be read, but not edited by viewers.

**4.5.3 Additional Requirements**

**N/A**

***4.6 Feature: Total time away***

**Actors:** User/Manager

**4.6.1 Description and Priority**

This feature allows the user to get a summary of an employee’s time away from the office. This will include time away for vacation, sick days, and any other days from office. It will not include basic paid federal holidays such as Christmas, and New Year’s.

Cost: low

Risk: low

Value: medium

**4.6.2 Use Case: Calculate total days off**

As I user I want to view how many days out of the office an employee has had so that I can properly assign on call duties.

**4.6.3 Additional Requirements**

***4.7 Feature: Total On Call Rotations***

**4.7.1 Description and Priority**

This feature will summarize the total of on call rotations that have been conducted by an individual employee.

Cost: med

Risk: low

Value: medium

**4.7.2 Use Case: Calculate and view total time on rotation**

**Actors:** User/Manager

As a user I want to know how many times an individual employee has been on call so that the rotation is fair within the organization.

**4.7.3 Additional Requirements**

**N/A**