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Business Requirements Document for Time Sheet System

BRD

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# 1. Introduction

## 1.1 Purpose

The purpose of this Business Requirements Document (BRD) is to define the business needs and requirements for the development of a Time Sheet System. This document provides a clear understanding of the project's objectives and scope, serving as a guide for stakeholders and the development team.

## 1.2 Scope

The scope of this project encompasses the development of a web-based Time Sheet System. This system will facilitate efficient time tracking for employees, streamline project cost management for managers, ensure compliance with labour laws and internal policies, and provide robust reporting capabilities.

## 1.3 Document Overview

This document includes detailed information about the business objectives, current, new system overview, functional and non-functional requirements, use cases, and user stories. It is intended to be a comprehensive reference for all stakeholders involved in the project.

# 2. Business Objectives

## 2.1 Primary Objectives

The primary business objectives of the Time Sheet System are as follows:

Efficient Time Tracking: Streamline the process of tracking employee work hours, making it more accurate and efficient.

Project Cost Management: Enable the organization to effectively manage project costs and budgets.

Compliance: Ensure compliance with labour laws and internal policies regarding time tracking.

## 2.2 Secondary Objectives

Secondary objectives include:

Improving transparency in project cost allocation.

Enhancing data security and access control.

Facilitating reporting and decision-making processes.

# 3. Current System Overview

## 3.1 Current Process

Currently the organization is using an excel file to track hours for stuff members.

## 3.2 Issues with Current System

Sometimes people forget to send their time sheets which creates extra work for HR to follow up, others forgets to update their timesheets, this system will be looking at addressing those issues.

# 4. New System Overview

## 4.1 System Description

The proposed Time Sheet System is a web-based application designed to simplify and streamline the time tracking process for employees and managers. Key features include user-friendly interfaces for time entry, manager approval workflows, and robust reporting capabilities.

## 4.2 System Benefits

The new system is expected to bring several benefits, including:

Improved accuracy and efficiency in time tracking.

Enhanced project cost management capabilities.

Better compliance with labour laws and company policies.

Reduced administrative overhead.

Enhanced data security and access control.

Comprehensive reporting to support informed decision-making.

## 4.3 Key Stakeholders

Key stakeholders for this project include:

Employees: End-users responsible for entering their work hours.

Managers: Responsible for reviewing and approving time entries.

HR Personnel: May oversee compliance and reporting.

IT Administrators: Responsible for system maintenance and security.

# 5. Functional Requirements

## 5.1 User Authentication

Requirement: Employees must log in to access the system securely.

Description: The system shall provide user authentication functionality, requiring employees to log in using their unique credentials.

## 5.2 Time Entry

Requirement: Employees can enter their work hours, specifying project, date, and task details.

Description: The system shall allow employees to record their daily work hours, including project and task details. The entry process should be user-friendly and intuitive.

## 5.3 Approval Workflow

Requirement: Managers can review and approve time entries.

Description: The system shall support an approval workflow where managers receive notifications of submitted time entries and can review, approve, or reject them.

## 5.4 Reporting

Requirement: The system can generate reports on employee work hours and project costs.

Description: The system shall provide robust reporting capabilities, allowing authorized users to generate, customize, and export reports that provide insights into employee work hours and project cost data.

# 6. Non-Functional Requirements

## 6.1 Performance

Requirement: The system must respond within 2 seconds for user interactions.

Description: The system's performance shall meet user expectations by providing rapid response times for actions such as data entry, report generation, and approvals.

## 6.2 Security

Requirement: Data must be encrypted, and access must be controlled with proper authentication and authorization mechanisms.

Description: The system shall implement strong security measures, including data encryption during transmission and storage. Access control mechanisms will ensure that only authorized users can perform specific actions.

## 6.3 Scalability

Requirement: The system should handle up to 500 simultaneous users efficiently.

Description: The system's architecture and infrastructure shall support scalability, allowing it to accommodate a growing user base without compromising performance.

## 6.4 Compliance

Requirement: The system must ensure compliance with labour laws and data protection regulations.

Description: The system shall include features and controls that ensure compliance with relevant labour laws and data protection regulations.

# 7. Use Cases

## 7.1 Use Case 1: Employee Time Entry

Description: Employees can log in and enter their daily work hours, specifying project and task details.

## 7.2 Use Case 2: Manager Approval

Description: Managers receive notifications of submitted time entries and can review, approve, or reject entries.

## 7.3 Use Case 3: Report Generation

Description: Authorized users can generate reports on employee work hours and project costs.

# 8. User Stories

## 8.1 User Story 1: Employee Login

Description: As an employee, I want to log in to the system using my credentials.

## 8.2 User Story 2: Time Entry

Description: As an employee, I want to enter my work hours, specifying the project and task details.

## 8.3 User Story 3: Manager Approval

Description: As a manager, I want to receive notifications of submitted time entries and review them for approval.

## 8.4 User Story 4: Report Generation

Description: As an authorized user, I want to generate reports on employee work hours and project costs.