

Employee Management System

Requirements

1. Rank the usability factors based on their importance and relevance to the system. Write usability requirements for the system.

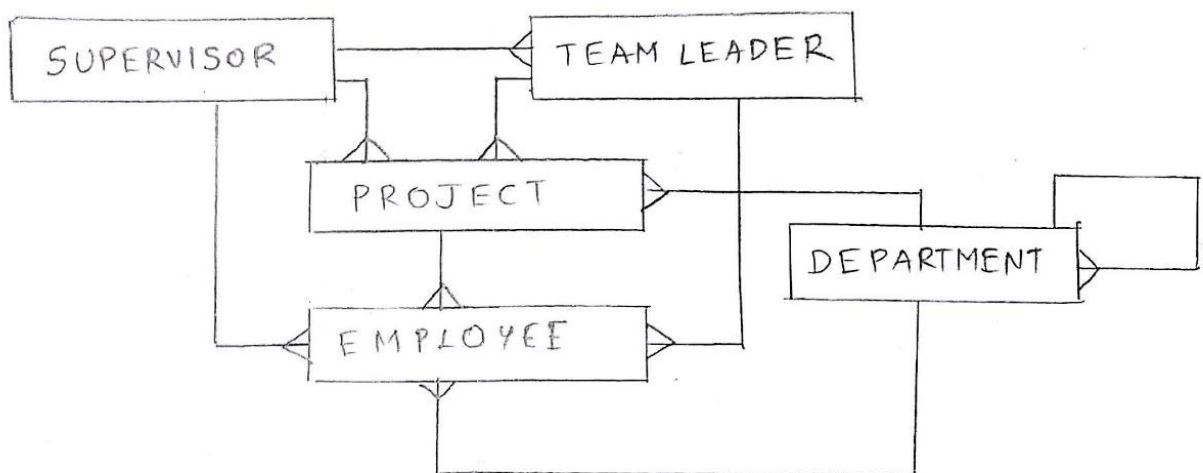
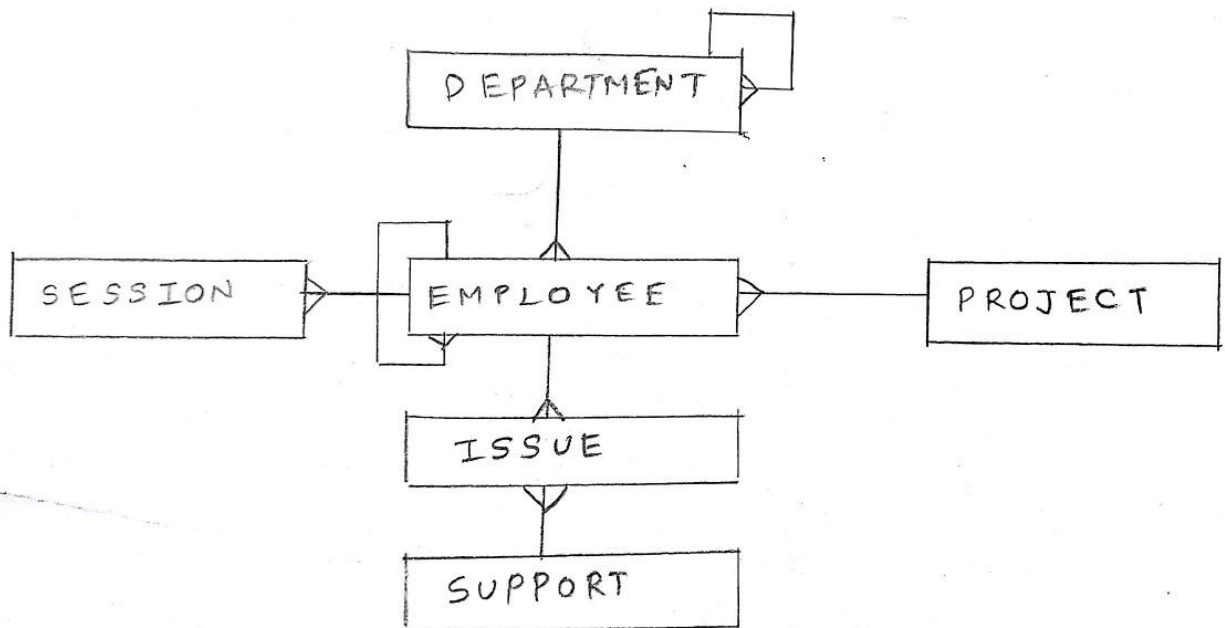
Usability Factors:

1. **Task Efficiency** - since the application is based on work hours management, payroll and the project milestones, it is important for the application to be efficient.
2. **Ease of Learning** - as the system must be used by all the staff including cafeteria staff and guards as well that have very little IT experience, Ease of Learning is an important usability factor.

Usability Requirements:

- **80% of the test users shall find the application easy to use and learn.** (since this application is used daily and every staff uses it, at least 4/5 users should feel that the application is easy to learn and use. 80% of satisfaction is a good feedback)
- **70% of users shall record their work hours in under 3 minutes.** (Since there are staff with very little IT experience, 7/10 users should be able to record their hours in under 3 minutes because 3 minutes is longer than usual for this small task)
- **There must be no more than 2 critical problems in total.**
- **Users must not encounter more than 15 medium and minor problems combined in total.**

2. Data Modelling



3. Task Lists:

1. Employee

T1.1 Manage Hours

T1.2 Manage Project

T1.3 Manage Colleague Authorizations

T1.4 Request Help/Support

2. Supervisor

T2.1 Verify Employee Time

T2.2 Check Employee Profile

T2.3 Check Project Progress

3. Team Leader

T3.1 Manage Project

4. Support System

T4.1 Manage Support Requests

Task Descriptions:

1. Employee

T1.1: Manage Hours

Start: An employee wants to manage his work hours.

End: The employee successfully manages his work hours.

Frequency: 2 to 6 times daily.

Difficult: Never

Subtasks	Example Solutions
1. Record In/out time by swiping in through the card reader	
2. Record in/out time manually	
3. Add/Delete leave	
4. Add/Delete unproductive hours	
5. Check manual work hour count	
6. Check Flexi- Time	

T1.2: Manage Project

Start: An employee wants to work with his project.

End: The employee successfully completes his work with the project.

Frequency: 10 to 20 times a day.

Difficult: Never

Subtasks	Example Solutions
1. Check upcoming milestones	
2. Update current milestone status	
3. Post milestone updates	
4. Check achievement status	

T1.3: Manage Colleague Authorizations

Start: An employee wants to manage an authorized task (or) authorize a task to a colleague

End: The employee successfully manages the authorized task (or) authorizes the task

Frequency: 0.1 times a week.

Difficult: Never

Subtasks	Example Solutions
1. Authorize colleague to update your information	
2. Update information of a colleague who has authorized you to update	

T1.4: Request Help/Support

Start: An employee requires assistance with a task (or) problem.

End: The employee got successfully assisted for his task.

Frequency: Once in a month.

Difficult: Never

Subtasks	Example Solutions
1. Request help in accomplishing a task	
2. Raise a problem ticket	

2. Supervisor

T2.1: Verify Employee Hours

Start: A supervisor wants to check the hours of an employee.

End: The supervisor successfully checks the hours of the employee.

Frequency: Once a week.

Difficult: Never

Subtasks	Example Solutions
1. Check manual entries count of employee	
2. Report manual entry limit to user	
3. Reduce RewardPoints of employee whose hours are not authentic	

T2.2: Check Employee Profile

Start: A supervisor wants to check the working track of an employee.

End: The supervisor successfully checked the employee's working track and/or managed RewardPoints.

Frequency: Once in a week for each employee.

Difficult: Never

Subtasks	Example Solutions
1. Check employee milestones	
2. Review employee achievements	
3. Increase/Decrease RewardPoints based on employee milestones/achievements	

T2.3: Check Project Progress

Start: A supervisor wants to check the progress of a project.

End: The supervisor successfully checks the progress of the project.

Frequency: Once in a week.

Difficult: Never

Subtasks	Example Solutions
1. Check project milestones	
2. Notify on project progress	

3. Team Leader**T3.1: Manage Project**

Start: A Team Leader wants to manage his project.

End: The team leader successfully manages his project.

Frequency: 20 to 30 times a week.

Difficult: Never

Subtasks	Example Solutions
1. Add/Delete milestones	
2. Update/Modify an existing milestone	
3. Add/Delete a milestone deadline	
4. Update/Modify a milestone deadline	
5. Add/Delete Project meetings	

4. Support System**a) Manage Support Requests**

Start: A service person wants to manage a support request.

End: The service person successfully manages the request.

Frequency: 20 to 30 times a week.

Difficult: Never

Subtasks	Example Solutions
1. Solve solvable issues	
2. Raise problem ticket to developers	

User Tasks:

1. You just came to office and your ID card is not working, so you want to manually enter your in time.
2. You want to check how many hours you have worked this week and know the hours you have to work next week.
3. You are the supervisor and you want to know which employee made the highest manual entries to their work hours.
4. As an employee, you want to take a long leave of 10 days. So, record the reason as prolonged illness and authorize two other colleagues to be able to act on your behalf.
5. As a team leader, assign the project milestones and set deadlines for each milestone for each employee.