T&C training website

Company requirements:

* Website should be primarily designed assuming use on a computer, however it must also be mobile friendly.
* The website must contain the structure of training, track of which member is assigned to which training, and must keep track of re-training members.
* Must also allow a manager to review training and approve training routes with an issued certificate of completion.
* Website should be integrated with the HR system for the purpose of staff records and related matters.

What we need:

* Colour scheme for the website, I.e. company colours
* Training programmes and staff information – names and emails in order to add them to the website & provide log in Info
* Blank certificates that can be auto generated with the date and signature of the approving manager.
* Time scales for the training programmes,to be assigned and completed in how many days?
* How to remind staff of training programmes, do you want a text message sent to staff members or do you want reminder emails?
* Do you have a server that you want this website deployed on or do we need to provide one
* A due date for this website to be completed
* Meetings – how regular will these be? Online? In person?
* How many weeks notice do you want to give your staff of programmes expiring?

Requirement spec:

Purpose

* Purpose of the website is to allow staff members to log in and complete all training programmes assigned to them
* It should also allow the relevant person to approve the completion of said training programmes
* It should have a section under each training programme to upload any relevant documents I.e. training notes to be reviewed by the manager.

Functional requirements

* Allow staff members to log in and complete programmes assigned to them
* The system should notify staff members about expiring training programmes that they need to retake due to it expiring.
* Allow HS management to log in and approve training programmes

Non-functional requirements:

* System should automatically produce a certificate for staff members once training has been approved, this should be added onto their account and be viewable until date of expiry.
* Website needs to be available 24/7
* The website must never lose company information unless data is deleted by the administrator
* The website must automatically assign certificates to staff when training completion has been approved, name, date and approved manager should be generated.
* Website must automatically assign the programme once expired, with emails being generate and going out.

Team roles:

Team leader – Oli Fox – In charge of meetings, looking over both areas & providing support

Front end coding – Rhys & Zak

Back end coding – Sam & Tim