## **Introduction**

### Purpose of this document

This document is a software requirement specification for the HR Management System (HRMS). HRMS is an application for managing human resources in the Cybercation café. The purpose of this document is to give a detailed description of the requirements of the HRM Systemt, including system constraints, interface and interaction with other systems.

This document is primarily intended to be proposed to a customer for its approval and a reference for developing the first version of the system for the development team.

### Scope of this document

Describes the scope of this requirements definition effort. Introduces the requirements elicitation team, including users, customers, system engineers, and developers. This section also details any constraints that were placed upon the requirements elicitation process, such as schedules, costs, or the software engineering environment used to develop requirements

HRMS is a web based application which helps managing information of employees, posting new hiring positions on the Cybercartion’s website, tracking working hours and measuring performance outcomes. Users of the HRMS are classified in different role types, namely, manager, admin, and employee. In addition, HRMS provides authentication and authorization mechanism in order to secure personal data of employees. Users can be able to login to HRMS by using their usernames and passwords. This HRMS will be developed and tested on group 3’s computers. After the HRMS has been approved by the Cybercation café owners, current data of HR department will be imported to the HRMS. Then, the HRMS will be depolyed on an apache web server.

Elicitation team for this project is group 3 which includes:

* Phan Thế Hùng
* Đặng Thị Thảo My
* Bùi Nguyễn Thiện Khánh
* Nguyễn Anh Quân

Customers of this system are the cybercation café’s owners which includes:

* A barista
* An administrator
* An online game enthusiast
* A sale person
* A computer engineer

### **Overview**

Overall, after giving a brief description of the project, we will provide a detailed solution as we have proposed. The requiment specification and description of the system interface will be specified.

### Business Context

The sponsor for this project is the Cybercation café. They are a group of five people who want to create a new business café model. Beside from original café model, the Cybercaion café also provides other services such as:

* E-learning packages for industry certification
* Testing for industru certification
* Training/conference room for hire
* Photocopy/scanning services
* Graphic design and print
* Web server and hosting

The Cybercation café is a newly establish business. They are going to open the first shop in Ho Chi Minh city and the second one in Ha Noi. That also want to implement a customer loyalty program and will invest in technology to archive these following goals:

1. To provide Internet services, E-Learning, testing, graphic... throughout the Asian region that are of top quality, reliability
2. To provide technological feature, to achieve strategic goal (1) (\*).
3. To encourage and prepare our human resources team to enhance their knowledge and skills within each featured context.
4. To increase growth and development through business expansion
5. To make use of information technology to achieve our goals, objectives, and CSFs and to add value to the business Value Chain and Supply Chain
6. To grow the business by attracting regular business customers who can easily access our services in all our locations through a customer loyalty system.
7. To maintain profitability and build a consolidated fund to use for expansion costs

## **General Description**

### User Problem Statement

This section describes the essential problem(s) currently confronted by the user group.

### User Objectives

This section describes the set of objectives and requirements for the system from the user's perspective. It may include a "wish list" of desirable characteristics, along with more feasible solutions that are in line with the business objectives

### User Characteristics

Describes the features of the user community, including their expected expertise with software systems and the application domain

### Similar System Information

Describes the relationship of this solution with any other installed solutions (if any). Specifies if this solution is intended to be stand-alone, or else used as an integrated component of a solution product. If the latter, this section discusses the relationship of this product to the larger product

### General Constraints

Lists general constraints placed upon the design team, including speed requirements, industry protocols, hardware platforms, and so forth

## **Functional Requirements by Application**

This section lists the functional requirements within each of the recommended applications in ranked order. Functional requirements describe the possible effects of a particular software system (such as an accounting system), in other words, *what* the system must accomplish. Other kinds of requirements (such as interface requirements, performance requirements, or reliability requirements) describe *how* the system accomplishes its functional requirements.

Functional requirements will be described in terms of ‘must’, ‘should’, ‘could’, or ‘ideally could’.

Each functional requirement should be specified in a format similar to the following…

### Functional Requirements of: <application 1>

#### Scope requirement for <application 1>

*What is impacted by this application? Describe how this application will address the needs identified. Describe interactions with other requirements*

#### **<Functional requirements within application 1)>**

“The application **must** ….”

*Describe what top level functions or modules the application must or should have*

<name of function or module>

##### “The … module must (or ‘should’, etc) be able to …”

Second-level (functions within the module):

* + - * 1. “This function must (or ‘should’, etc)…”
        2. “This function must (or ‘should’, etc)…”

### Functional Requirements of: <application 2>

#### Scope requirement for <application 2>

*What is impacted by this application? Describe how this application will address the needs identified. Describe interactions with other requirements*

#### **<Functional requirements within application 2)>**

“The application **must** ….”

*Describe what top level functions or modules the application must or should have*

<name of function or module>

##### “The … module must (or ‘should’, etc) be able to …”

Second-level (functions within the module):

* + - * 1. “This function must (or ‘should’, etc)…”
        2. “This function must (or ‘should’, etc)…”

### Functional Requirements of: content management system

#### **Scope requirement for Human resoure management system (HRMS)**

HRMS is a web-based system which support the HR deparment to manage employees. All interactions between users and the HRMS are processed through web interface.

The manager has all the authority to view, create, update and delete any recruiment record. Employees’ accounts will be created by the manager. At the end of month, the HRMS will generate reports on the performance of employees and the insight of various aspects of the HR management of the company.

The HRMS will also use an APIs from CMS which allow human resource department to upload announcements which relates to human resource activities such as recruitment, trainings, etc… to the website.

#### **Functional requirements within HRMS**

The application must have 2 modules:

* Human resource management system
* Employee’s working hours, activities, skills, experience and quality evaluating and ranking system. We can call it Performance tracking system for short.

##### **HUman resource management module**

* + - * 1. Login

Users of the HRMS can login to their account on the website.

* + - * 1. Logout

Users can logout of their account.

* + - * 1. Verifying user

The HRMS can verify logined member and assign appropriate authority.

* + - * 1. View personal information

Users can view their personal information through web interface.

* + - * 1. Add a new employee’s record

Authorized manger can add a new employee’s record through web interface of HRMS.

* + - * 1. Search for an employee’ record

Authorized manger can search for an employee record through HRMS interface.

* + - * 1. View an employee’ information

Authorized manger can view information of an employee through HRMS interface.

* + - * 1. Modify an empoyee’s details

Authorized people can modifies information of an employee through HRMS web interface

* + - * 1. Delete an employee’s record

Authorized manager can delete a record which is provided by through HRMS web interface.

* + - * 1. Add a new HR announcement

Authorized people can add a new HR announcement to the website through web interface

* + - * 1. View a HR announcement

Authorized people can view information of an announcement through web interface

* + - * 1. Modify a HR announcement

Authorized people can modifies information of an announcement on the website through web interface

* + - * 1. Delete a HR announcement

Authorized people can delete an announcement from website from the website through web interface

##### **Performance tracking module**

* + - * 1. Create a timesheet

Authorized manger can add a new timesheet to track employee attendance through web interface of HRMS.

* + - * 1. Edit a timesheet

Authorized manger can edit a created timesheet through web interface of HRMS

* + - * 1. Delete a timesheet

Authorized manger can delete a created timesheet through web interface of HRMS

* + - * 1. Create a performance review

Authorized manger can create a performance reviews using key performance indicators (KPIs) depending on job position through web interface of HRMS

* + - * 1. Generate monthly reports

The HRMS will track employee activities encompassing: tasks, attendance, and performance. At the end of each month, the HRMS will generate reports on those activities.

## **Interface Requirements**

### User interfaces of HRMS

All users will see the log-in page when they access HRMS. The log-in page requires users to enter a username and a corresponding password.

Figure Login form

OK

Username:

Password:

After the user is anthenticated, they can see the main web page interface of HRMS. The log-out button is on top right conners below the user role type. The main interface has a menu bar showing various tab functions depending on the user role type. All the users will see Personal Info Managerment Tab (PIM). If the role is manager, the menu will contain Manage Employee Tab, Announcement Tab, Reports Tab. When users click on a tab, quick launch icons of all functions of that tab will show up. Users can select any of them to perform their tasks.

The function icons in each tab is described as follow:

PIM: Update information, Change password.

Manage Employee: Create timesheet, Tracking worktime, Add Employee Record, Search a record, Modify a record, Delete a record.

Announcement: Post, Edit, Delete.

Reports: performance report, employee report, HR plan

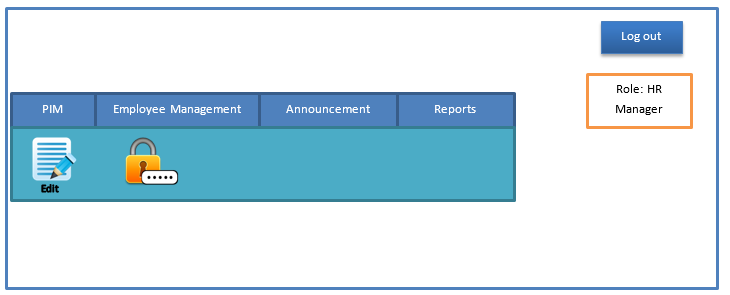


Figure MAIN INTERFACE OF hrms

* + - * 1. **Ease of use**

- Minimun (no redunrdant), logical steps needed to process a task

- Consistent, simple layout (not too many components)

- Clear, readable, text font

- Understandable, informative, positive error message

- Guidance documentation

- Cross-brower support

- Informative icons, graphics.

* + - * 1. **TASK MATCH**

All the modules of HRMS will be 100% match to all functional requirements.

* + - * 1. **USER SUPPORT**
* System trainning
* Service desk support:
* 24/7 through email
* working hour from monday to Saturday throug phone
* data backup and recovery
  + - * 1. **PERCEIVED CONSEQUENCES**

The HRMS website will faciliate the activities of HR department. HR staff or employees can access to the HRMS at anyplace having internet access. This system will help HR department has an effective way to manage employees of the company and recruite new postitions. It also give detailed reports about the performance of employees.

## platform requirement

*Describes interfaces to and requirements for hardware devices*

### hardwares:

including peripherals (screens, printers, etc)

### Estimated capacities (CPU speed, memory size, online & offline storage).

* 1. **Operating System and Database Requirements**

### Networking, Internet, Communications Requirements

### Data Backup, Recovery

### Security (Virus Protection, Firewall)

## **Data Conversion**

The Cybercation café is a newly established business. Therefore, only basic information (such as offered courses, company location, etc… ) will need to be import manually to the system

## **Other non-functional Requirements**

Specifies any other particular non-functional attributes required by the system. Examples are provided below.

### Security

### Reliability

### Maintainability

### Portability

### Application Compatibility

### Serviceability

### others as appropriate

**Note: You need NOT complete this section – it is for your information only. Simply remove it**

1. **Preliminary Schedule**

This section provides an initial version of the project plan, including the major tasks to be accomplished, their interdependencies, and their tentative start/stop dates

**Note: Use a Gantt Chart**.

1. **Preliminary Budget**

This section provides an initial budget for the project, itemized by cost factor.

**Note: Keep this section simple, just a cost guesstimate by major component (software, hardware, network, support, training).**

**References**  
Provides complete citations to all documents and meetings referenced or used in the preparation of this document.

**Appendices**

Specifies other useful information for understanding the requirements. All SRS documents should include at least the following two appendices:

**A: Recommended application supporting information/ documents**

**B: Minutes of JAD meetings**