Requirement Understanding Document-

Training Management System

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Prepared for:

DESC

Document Issued: 31 July 2018



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# Functional Requirements:

Dubai Electronic Security Centre (DESC) approached Verbanet Technologies LLC., trading as Verbat Technologies (hereafter referred as” Verbat”) to develop a bilingual (English and Arabic) Training Management System. The features of the application are mentioned below:

The main modules of the application are:

* Admin Module
* Manager Module
* Trainer Module

The Features and Functionalities of each module are described below:

* Admin Module: The admin has the overall access to the application. The admin can view all the processes happening within the application. The features and functionalities of Admin are:
  + - Login
      * Admin can login with a predefined username and password.
      * Admin will also have a “forgot password” option.
    - Departments and Users Management:
      * Admin can manage (add/edit/delete) departments.
      * Admin can manage (add/edit/delete) the Managers of each department.
      * Admin can manage (add/edit/delete) the Trainees of each department.

*Note: Manager can be a trainer at the same time*

* + - Courses Management:
      * Admin can manage (add/edit/delete) the different courses under each department
      * Each course will have a unique course Id and will be created in coordination with the agency
      * Admin can add a short and long description about the course
      * Admin can attach files related to the course
    - Venues Management:
      * Admin can manage (add/edit/delete) the venues details (where the training will be conducted)*.*
    - Training Management:
      * Admin can create a training session by performing the following activities:
        + Choose a course.
        + Choose venue
        + Select the Date and Time of Training (From – To).
        + Add Notes
      * Training approval workflow
        + Admin can approve / reject the training requests raised by Manager (One level approval workflow)
        + Admin can approve / reject the training requests raised by trainee and approved by Manager (Two levels approval workflow)

*Note: Admin can see the history of trainings attended by the trainees while approving the requests*

* + - Attendance management
      * Admin can mark the attendance of the trainees
      * Admin can upload training certificates on behalf of trainee
    - Training Budget Management
      * Admin can manage the training budget as below:
        + Define the overall yearly budget amount per category: expenses, hotels, flights tickets, travelling cost, etc.
      * Admin can update the cost field for each training which will be deducted from the overall budget automatically to know the balance budget available at certain point of time
    - Reports
      * Reports on courses conducted with attendee details
      * Reports of the Surveys & certificates submitted by Trainees
      * Budget Report
    - Logout
      * Admin can logout from the application
* Manager Module: The features and functionalities of Manager module are:
  + - Login
      * Manager can login with predefined username and password.
    - View and Book available Trainings
      * Once the Manager logins, he can view the available trainings created by admin for his/ her department

*Note: Training can be sorted by “course wise” or by “Date wise”.*

* + - * Manager can view the course details and training details.
      * Manager can select and book a training for trainees – from his department only-

*Notes:*

*- Manager can book a training for himself*

*- Restriction will be implemented by the system to block the booking before “X” day(s) from the date of the training*

* + - * Trainees booked by Manager will be sent to the Admin for approval
    - Training approval workflow
      * Manager can approve / reject the training requests raised by trainee (First Approval level)

*Note: Manager can see the history of trainings attended by the trainees while approving the request*

* + - Reports
      * Training Report for the training attended by the trainee from the same department
    - Logout
      * Manager can logout from the system
* Trainee Module: The features and functionalities of Manager module are:
  + - Login
      * Trainee can login with predefined username and password.
    - View booked Trainings
      * Trainee can view the training details booked for him / her by the department manager
    - View and Book Training:
      * Trainee can view the available trainings created by admin for his/ her department

*Note: training can be sorted by “course wise” or by “Date wise”.*

* + - * Trainee can view the course details and training details.
      * Trainee can select and book a training for him/ herself only

*Note: Restriction will be implemented by the system to block the booking before “X” day(s) from the date of the training*

* + - * Trainees booked by Trainee will be sent to the Manager for first level approval
    - Survey and certification:
      * Trainees can fill up the training surveys after completing the training.
      * Trainees can upload the received certificate of training attended.
    - Notifications:
      * Trainee will receive several notifications and reminders about the booked training date and time
      * Trainee will receive several notifications and reminders to upload the training certification received
      * Trainee will receive several notifications and reminders to fill up the training survey

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