**Vision and Scope Document**

**For**

**O.T.O.M Payroll System**

**Version 1.0 approved**

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# Revision History

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| **Name** | **Date** | **Reason For Changes** | **Version** |
| Benjamin Pedralvez/Kevin Bregias | 01/26/2018 | Changed of User Interface | 1.0 |
| Kim Ibarra/Kevin Bregias | 01/26/2018 | Added features in the System | 1.1 |
| Benjamin Pedralvez/Lean Carreon | 1/27/2018 | Finalized Vision and Scope Document | 1.2 |
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# Business Requirements

Payroll System Software has greatly improved the financial and human resource management of companies around the world. The proposed system of the team is an automated payroll system. The system is an application, it will minimize the duration of processing the payroll (8 hours - 2 days of work) from the school. This will help the finance office to save time and save up space. The payroll system will be convenient and user-friendly for a different kind of business.

## Background

D'Carmelite is a non-profitable educational institution which consists of more than 200 students (Pre-school and Elementary) along with 25 academic staff. The school is owned by Mr. Jorge Factuar and it on February 20, 1996. The school is located at Block 2 Lot 10 Phase 1 EP Village, Barangay Pinagsama, 1630 Taguig. Office and school is open every Monday to Friday, 7 am to 4 pm. The academic staff must accumulate 8 hours of service to obtain the minimum wage. The current system of the D’Carmelite are recorded by pen and paper until it all piled up and hard to keep track.

## Business Opportunity

Opportunity was given to the team when D'Carmelite school has issue regarding their payroll system. Today everything is automated and time is very important, in order to save time and effort, D'Carmelite gave the team a project. An automated system that will minimize the duration of the processing of payroll with less input.

## Business Objectives and Success Criteria

The team's main goal is to provide the client an Automated Payroll System that will have organized all the tasks of the employee and filling the employee taxes. These tasks includes calculating wages, withholding taxes and deductions, printing and sending paychecks.

## Customer or Market Needs

The main problem of D'Carmelite manual payroll system it takes too much time and space in the school, the proposed system will minimize data entry and human errors from a lot of paper works and pen and paper calculations to fully automated processing of payroll. It will also reduce the time of processing the payroll from 8 hours – 2 days of work and make it in to 1-2 hours of work and make the finance department go paperless.

## Business Risks

Since it is an automated the user must know how to use the System. D'Carmelite is currently using a manual payroll system, the School must provide a payroll admin that can understand the payroll process. The payroll system is a desktop application where the client must provide a device for the system. The client must know how the system works and the business rules.

# Vision of the Solution

The proposed system will provide support to the D'Carmelite school, the objective of the team is to help the school regarding their payroll system and their employees. The team will develop a system that has different modules like attendance, leave, Payroll, Pay slip and Summary Report Generator. In those modules, Processing time of payroll and decreases the chance of double entries, miscalculations and lessen the use of paper.

## Vision Statement

The team main goal is to automate the payroll system of D'carmelite school. The goal is to reduce the processing time and the school will go paperless. The system will also provide a copy of the employee's paycheck through email.

## Major Features

* Embedded database which will lessen the time of searching of each employee’s information
* Automatic Computation of Deductions
* Automatic Computation of Earnings.
* Can Generate Pay slip
* Send Pay slip via Email
* Generate Summary Report

## Assumptions and Dependencies

The project's main objective is to lessen the time processing of their payroll. The proposed project will help them to save time, to go paperless and reduce human errors. The team expects that their payroll system will be used by school, and will meet the client's requirements and expectations.

# Scope and Limitations

In the Philippines, there have been many start-up companies that offer payroll system services. However, for a payroll system software to work properly in a company there are certain adjustments that should be made by the developer as each company have their own distinct settings. Having manual payroll can be very difficult and time consuming for both the Finance Department and employees. The developers will be focusing on creating user-friendly payroll. The project will concentrate on the finance department of the school. The proposed system will be paperless and will minimize all the errors. The project will be an automated payroll system that automatically computes all necessary deduction and tally the employee’s salary.

## Scope of Initial Release

The team must meet the following in-order to fulfill the project requirements and features

* Application that will accessible to D’Carmelite Finance Only
* Third party application for generation and sending of Pay Slips and Summary Reports
* All business rules are followed.

## Scope of Subsequent Releases

When the proposed system is accepted, the team will think how to improve the system even more. A payroll system that has no input and AI.

## Limitations and Exclusions

There are some limitations on the Attendance module, employees are still required to input their name on the module to log-in so that the system will count their hours of work.

# Business Context

Payroll systems are scattered everywhere, it’s a very common system but still the team found a way to be unique and is still looking for ways on how to improve the system. Our Customers are the President of the school, Finance Officers and the employees. This project became possible because the team was given the chance to look for a client, then as the team asked/inquired a lot of companies/individuals, D’Carmelite school gave the team the opportunity to develop a system that will surely help lessen the amount of work to be done in the finance department.

## Stakeholder Profiles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Major Value** | **Attitudes** | **Major Interests** | **Constraints** |
| Development Team | Develop a system | Confirm the modules needed and develop them | Meet the pre-requisites and requirements of the client | Time and Quality |
| D’CARMELITE SCHOOL/FINANCE DEPARTMENT | Decrease the amount of work to be done |  | Easy to use Desktop Application, record keeping, attendance tracker. | Quality and Risks |
| User | Fast, efficient and effective way of computing payroll | Record/Keep track of the employees’ payroll information | Accurate and hassle-free computation and pulling of data. | Internet Connection.  Data.  Time |

## Project Priorities

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimension** | **Driver (state objective)** | **Constraint**  **(state limits)** | **Degree of Freedom (state allowable range)** |
| Schedule | release 1.0 to be available by 2/28/18 |  | Free to use |
| Features | * Login system * Attendance Module * Embedded Database * Pay slip Generator * Pay slip sender * Summary Report Generator * Summary Report Sender | Internet Connection.  Email Address  Attendance Data | 60-70% of high priority features must be included in release 1.0 |
| Quality |  |  | 90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1 |
| Staff | D’Carmelite Finance Department/Employee | Must understand how system works or undergo system training to be able to understand and use the system |  |
| Cost |  |  | Remaining budget may be used for thumb print scanner if developers will add it to features |

## Operating Environment

Only the Finance Officers of the D’Carmelite School can access the system. It will be operated and administered by their head. The users may be asked for a username and a password for security purposes and pay slips will be sent through the employee’s email address and to their email address only. The data that will be entered in the system will be at the hands of the system admin.