**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 |
| Kim Ibarra/Lean Carreon | 2/5/2018 | 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 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 for documents. The payroll system will be convenient and user-friendly for all kinds of business transaction.

## 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 founded 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 hours are open every Monday to Friday, 7:00 am to 4:00 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

In an interview with the owner of D’Carmelite school, the group found out that they are still processing the payrolls of their employees by hand.

Opportunity was given to the team when D'Carmelite school 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 group 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 process the payroll of its employees through a computerized process. The Automated Payroll System will allow the processing of wages, withholding taxes and deductions, printing and sending paychecks faster than what is being done before, which is by hand.

## Customer or Market Needs

The main problem of D'Carmelite manual payroll system is it takes too much time in processing that payroll and the records are taking too much area in the finance’s room, hence the proposed system will minimize data entry and remove human errors from a lot of paper works and pen and paper calculations. The time that may be removed from the payroll processing will be from 8 hours – 2 days of work to 1-2 hours of work and make the finance department go paperless.

## Business Risks

Some of the risks in transitioning from a manual payroll processing to an automated one, may be limited to the following: A. People that will be managing the back-end of the system would need to be oriented, if not capable, on how to use the automated payroll system. Furthermore, the employees would need to be oriented as well, on how their payroll will be processed.

B. The automated payroll system is visual basic based application; hence, data of personnel must be well protected and must comply with the requirements of the Data Privacy Act of 2012. A security system will be needed therefore to support the payroll system.

# Vision of the Solution

The proposed system will provide an aid on their payroll processing, it will not only be a faster processing but also in an efficient and effective way. Efficient because there will be less input and more of a record, it will capture data via other modules of the system. Effective because it will produce the intended/expected result.

## Vision Statement

An input and paper-free payroll system that that will ensure a hassle-free transaction.

## Major Features

* Embedded database which will reduce the time 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 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. Some of the features may be only limited to one user to ensure the security of all the information.

## Scope of Initial Release

The group 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.

# Business Context

There are some limitations and exclusions 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.

Having manual payroll can be very difficult and time consuming for both the Finance Department and employees. Records are stacked in the finance records and computations has errors. The payroll system will tackle all those problems by providing an embedded system that contains all the payroll information of an employee. Reports and pay slips will be sent via email to the employee and to officer that handles the reports and reports. There is a nested formula for a hassle-free computation that will surely decrease 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 | Use the system/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.