This document will serve as the requirements for the Staging Management System. These requirements have been analyzed based on the meeting with the product owners, who will be using the system to manage the day-to-day activities of the associates under their care.

The system shall have the following roles:

* Staging manager
* Associate *(default)*
* Admin
* Trainer *(accountable for getting associates registered)*

The system shall be able to perform the following functionalities:

* **Interview tracking**
* Manager role
  + - Create interview in system
      * Date of interview
      * Time interview scheduled for
    - Ability for manager to mark as reviewed
      * Timestamp
    - Interview feedback
      * Date requested
      * Feedback Status (Pending / No Feedback / Selected for 2nd Round | Direct Hire | Selected
      * Date received
      * Actual Feedback Comments
      * Date feedback delivered to associate
* Associate role: input
  + - Time associate received notification of interview
    - 24 hours’ notice (Y/N)
    - JD provided (Y/N)
    - Actual interview format
    - Proposed interview format (phone, interview, in-person, etc.)
  + Filter options
    - Location (USF, UTA, Reston, WVU, CUNY)
* Automated data
  + - Number of interviews for individual Associate
    - When Associate fails more than 3 or 5 times, notification to be sent to Staging team for scheduling Repanel/Counselling
    - Actual hours’ notice for interviews
* Possible sorting features
* By client
* By Revature location
* By technology
* By length of time in staging
* System should have the ability to generate reports
  + How many associates got 24 hours’ notice?
  + How many associates got a job description?
  + List of associates who had feedback requested by staging manager
    - When was feedback requested?
    - Was feedback given to staging manager? To associate?
* **Surveys**
* Staging manager role create surveys
* Staging manager send surveys to groups
* OR Integrate with Google Forms
* Survey tracking (manager role access)
* Respondents: who has/not responded
* Responses
* Ability to generate reports based on respondents/responses
* Ability to generate surveys (manager role access; secondary requirement)
* **Associate Status:** As the system stands, there is no way for the Staging Manager to set the status of an associate. The Staging Manager must have the ability to set staging status and panel status. Associates should have the following statuses:  
   Type:
  + - Training
    - Staging
      * Physical location, virtual
    - Project (client project)
    - Bench
    - Paused Marketing
    - The system shall be able to generate reports on statuses of staging associates as needed (e.g., list of associates on the bench)
* **Attendance Tracking and Management:** The system provides the ability to track staging associate attendance on daily basis. The following are some of the functional features.
  + The associate shall be able to register account upon entering Staging
  + The associate shall be able to login on daily basis and mark his/her attendance using Associate Role
    - Attendance shall be time-stamped automatically
  + The associate shall have an option to add comments while marking attendance if absent for staging
  + The associate should be able to input their physical location (if in VS)
  + System shall be able to send a notification to Staging manager when any associate marks absent for staging along with associate’s comments.
  + Staging manager shall be able to see the consolidated list of associates present in staging on day to day basis
  + The system shall be able to generate attendance report on daily/weekly basis.

Information needed for each associate on registration

* Name
* Email
* DOB (To Trigger Automated B’Day wishes to Associates)
* Phone number

Additional information tracked for each associate

* Status (bench, staging, paused, project)
* Staging location (Reston, USF, Remote-UTA, Remote-WVU, Remote-CUNY, VS)
* Notes (place to note anything regarding special situations/circumstances/mentoring needs/etc)
* Batch (MMMDDTechnology)
* Training location
* Number of interviews
* Staging start date
* Selection date
* Confirmation date
* Project start date

**Secondary requirements**

* Integration with RevaturePro and/or SalesForce
  + Automated Notifications when there is any change in Interview Status, Date of Confirmation, and Project Start Date to Staging Team