**Attendance Mechanism**

**Overview of the mechanism**

The below case created by me is the attendance mechanism for a XYZ Company which is a Marketing firm based here in Boston, MA. They need a well-designed system in order to have efficient exchange of labor for wages and other benefits provided by the employer.

Therefore, I have explained all the stages of project covering like identifying the users, getting the requirement, the technique used to gather the requirement, preparing the BRD & FRD template along with wireframe and use case diagram.

**Identifying the user**

The system is about marking the attendance by going online by the employees and HR/Director/Accountant viewing the database of the same.

So, my users for this case would be:

**Employees** of the organization as they would be the one who would mark their attendance in the system. They have very less power and low interest.

**HR Department** for the keeping the records for future use. They have low power but high interest.

**Accounts Department** to prepare the salaries further after getting the data of employees’ days of working. They have high power and high interest.

**Director/CEO** of the organization as they need to make sure everything is running smooth as they have high interest and high power as well.

Technique to get the requirement

I will have employees to fill out the **Questionnaire** form in order to get idea of what kind of system they want in place. They are so many in number.

I will have HR and Accounts Department to get a **JAD session** as it would take less time to get the requirements from them. So, both departments can afford to be at the same time, same venue and on the same table.

I will have **Personal Interview** with the CEO/ Director as they are the backbone and the most influential people of the organization. Thus, their need must be fulfilled by having them one to one talk with them.

**BRD/FRD Template**

BRD for Employee

|  |  |  |  |
| --- | --- | --- | --- |
| BR | Module | Entity Involved | Description |
|  |  |  |  |
| B1 | Login & Logout | Employee | Employee login |
| B2 | Attendance Marking | Employee | Attendance Options |

TRD/FRD for Employee

Requirement Code:

B1

* TR1----Employee Id must not be blank
* TR2----Password must not be Blank

B2

* TR1----Marking Present for the Day
* TR2----Applying Leave and selecting whether to ‘leave with pay’ or ‘leave without pay’

BRD for HR/Accounts Department/Director

|  |  |  |  |
| --- | --- | --- | --- |
| BR | Module | Entity Involved | Description |
|  |  |  |  |
| B1 | Login & Logout | HR/Accounts/Director | Displaying Login Page |
| B2 | Attendance Report | HR/Accounts/Director | Viewing Report |

TRD/FRD for HR/Accounts Department/Director

Requirement Code:

B1

* TR1----Employee Id must not be blank
* TR2----Password must not be Blank

B2

* TR1----Attendance Report of all the employees

**Use Case Diagram**

