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Stay Ahead

Software Requirements Specification for Faculty work log

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Problem Name	Faculty work log

Problem Statement

Managing and updating their work logs effectively is an issue faced by faculty members at educational institutions. The lack of a centralized system results in laborious, error-prone manual operations that make it difficult to accurately track their actions. Administrators find it difficult to compile thorough reports and have little real-time insight on teacher productivity. The institution's capacity to make wise decisions is hampered by this inefficiency, which also jeopardizes the integrity of the data. For increased faculty productivity and institutional performance, a streamlined solution that automates work log administration, improves monitoring, and enables robust reporting is therefore urgently needed.

Introduction

1. Purpose

In order to effectively track, administer, and report on the daily work activities of faculty members in an educational institution, this document outlines the software requirements for the Faculty Work Log Management System.

User Persona

1. Faculty Member

➔ **Description**:
In addition to teaching and research, faculty members also handle curriculum development, student mentorship, administrative work, and community involvement. To track these actions, view workload data, and guarantee adherence to institutional policies, they require a productive system.

➔ **Goals**:

Log your everyday activities effectively Check and access their reports on workload Verify adherence to the rules set forth by the institution.

> ➔ **Pain Points**:
> manual logging procedures that take time Accessing and assessing data on one's personal workload is difficult intransparency un the division of labor.

2. Admin

> ➔ **Description**: Administrators keep an eye on the actions of the professors and make sure the logs are correct and current. To assist with strategy planning and accreditation compliance, they require extensive reporting tools.

> ➔ **Goals**:
> faculty work records are reviewed and approved efficiently Produce thorough and precise reports Verify adherence to accreditation

➔ **Pain Points**:

Processes for manual reviews are inefficient difficulties in producing timely and accurate reports monitoring and guaranteeing compliance might be challenging.

3. Super Admin

➔ **Description**: In addition to managing the actions of administrators and teachers, super administrators are in charge of the entire system. To make strategic plans and decisions, they need comprehensive data.

➔ **Goals**:
Get comprehensive information about administrative and faculty actions analyse data to assist in strategic planning and decision-making Verify the general efficacy and efficiency of the system.

➔ **Pain Points**:
Absence of current and thorough data Finding productivity trends and areas for development can be challenging and Combining data for strategic insights presents challenges.

User Stories

1. Faculty Member

➔ **Story**: As a faculty member, I want to efficiently log my daily activities, so I can keep an accurate record of my work and ensure compliance with institutional requirements.
   ● **Tasks**:
       1. Keep a journal of your everyday activities.
       2. View and examine reports on your personal workload.

2. Admin

➔ **Story**: As an admin, I want to have a system for accurate reporting and effective review of faculty work logs, so I can ensure compliance and support accreditation processes.
   ● **Tasks**:
       1. Examine and sign off on faculty work logs.
       2. Produce thorough reports.
       3. Keep an eye on pending approvals and compliance.

3. Super Admin

➔ **Story**: As a super admin, I want access to complete data and reporting features, including customizable reports and visualizations, so I can analyze faculty workload distribution, productivity trends, and areas for improvement to support strategic planning and decision-making.
  ● **Tasks**:
    1. Get comprehensive information about administrative and faculty actions.
    2. Create reports and visualizations and modify them as needed.
    3. Examine data to find patterns and opportunities for development.

Access Rights and Features

1. Faculty Member Access

➔ **Features**:
  • View and edit your personal profile
  • Access workload reports specific to you each day.

➔ **Access Rights**:
  • limited to the information and actions they personally possess.
  • Lack of access to faculty data, including administrative records.

2. Admin Access
➔ **Features**:
  • Examine and sign off on faculty work logs.
  • Create and retrieve extensive reports.
  • Keep an eye on compliance and pending clearances.
  • View the activities and biographies of the teachers.

➔ **Access Rights**:
- access to every faculty member's profile and work log.
- the capacity to approve and amend teacher logs.
- No data or settings access for super admins.

3. Super Admin Access

➔ **Features**:
- Get comprehensive information about administrative and faculty actions.
- Create and alter in-depth reports and visual aids.
- For strategic planning, analyse data.
- Keep an eye on compliance and system performance generally.

➔ **Access Rights**:
- total access to all settings and data on the machine.
- the capacity to control faculty and admin accounts.
- availability of sophisticated reporting and analytics tools.

Flowchart