Software Requirement Specification for Staff Management Portal

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Problem Statement	Staff Management Portal

Technical Components

Frontend	React
Backend	express.js , Node.js
DataBase	MongoDB
API	Open API

1.Project-Flow

PHASE	DEADLINE	STATUS	NOTES
STAGE 1	02.05.2024	IN-PROGRESS	Planning and requirement gathering
STAGE 2		NOT-STARTED	Design and Prototyping
STAGE 3		NOT-STARTED	Database Designing
STAGE 4		NOT-STARTED	Backend Implementation
STAGE 5		NOT-STARTED	Testing and Implementation
STAGE 6		NOT-STARTED	Deployment

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1.1 Purpose:

This document outlines the Software Requirement Specification (SRS) for the staff management portal. The app aims to provide real-time insights into the work status and whereabouts of essential staff members.

1.2 Scope of the project:

The Essential Staff Work Status App aims to provide a centralised platform for monitoring and managing essential staff tasks efficiently. It will allow authorised users to input, view, and update task information, ensuring transparency and accountability in essential service operations.

1.2.1 managers/admin and essential staff's functionalities to:

- Track ongoing tasks assigned to essential staff.
- Manage tasks (create, edit, view all).
- Manage essential staff (view list, optional: track availability).
- Facilitate work status updates for essential staff (clock in/out, update status, add remarks).
- Provide managers with dashboards for task oversight and staff performance.

2. System Overview

2.1. Users

Managers/Admin: Manage tasks, view staff list (optional: track staff availability), receive notifications, and access reports.

Essential Staff: Clock in/out for tasks, update work status, add remarks, and view assigned tasks.

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2.2. Features

- **User Management:**

  - Secure login with username and password.
  - Role-based access control (Manager/Staff).

- **Task Management:**

  - **Dashboard:** Displays current date & session (optional), and a list of active tasks with details like:
    - Task ID
    - Nature of Work
    - Location
    - Number of Assigned Staff
    - Attending Staff (dropdown for selection, optional)

  - **Task Management (for Managers/Leads):**
    - View all tasks (including completed).
    - Create new tasks with details (nature of work, location, assigned staff count).
    - Edit existing tasks (excluding in-progress tasks).

- **Staff Management (for Managers/Leads):**

  - View a list of all essential staff members.
  - (Optional) Track staff availability for upcoming tasks.

- **Work Status Updates (for Essential Staff):**

  - Clock in/out for assigned tasks.

○ Update work status for assigned tasks (e.g., In Progress, Completed, On Hold).
○ Add comments or notes regarding the task.

● **Reporting (for Managers/Leads, Optional):** Generate reports on work progress, staff performance, and task completion times.

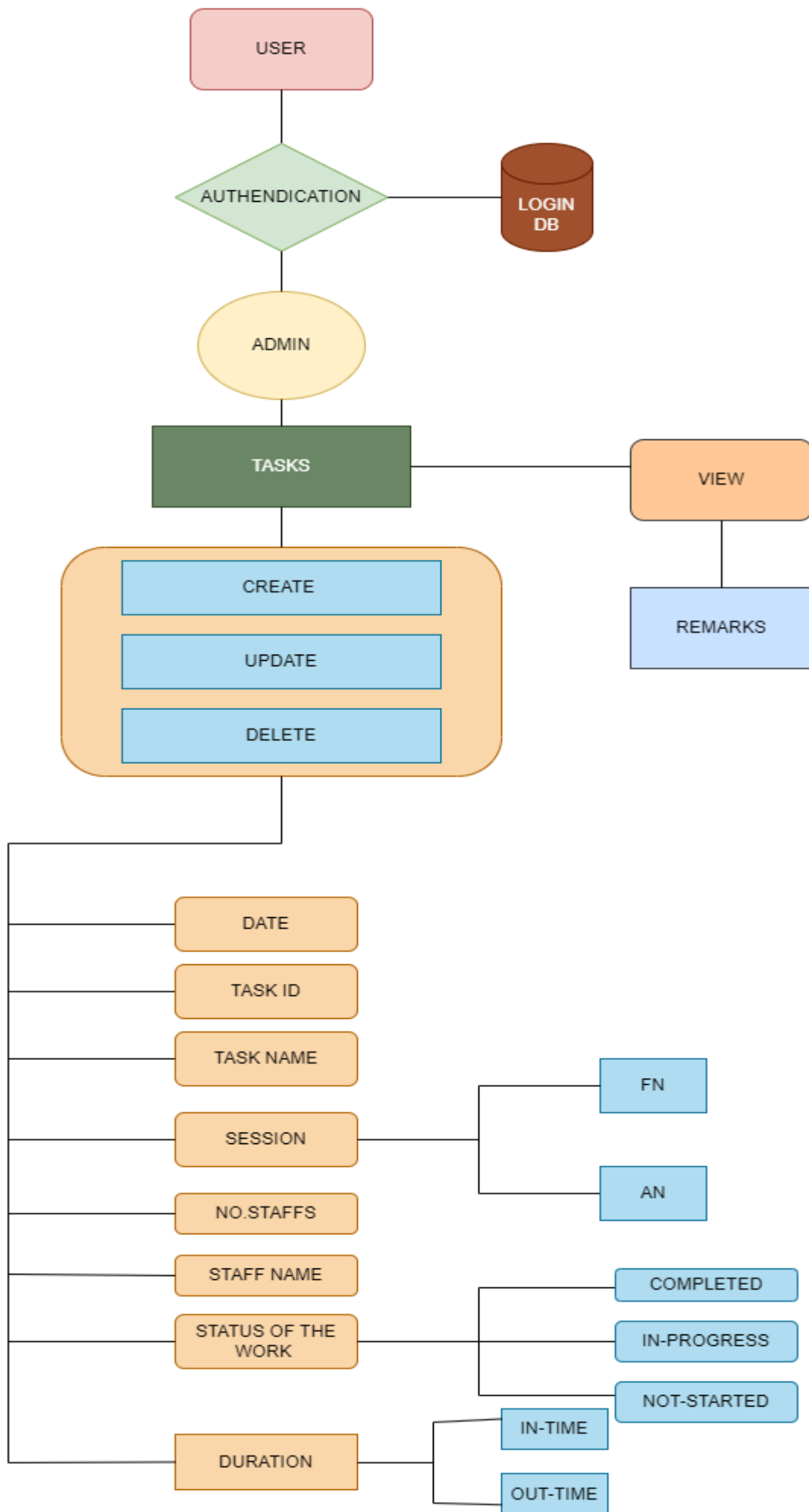## 3. System Requirements Specification

3.1. Functional Requirements

● **User Management:**

○ Users can register for an account with a username and password.
○ The system implements role-based access control, granting different functionalities to managers/leads and essential staffs.
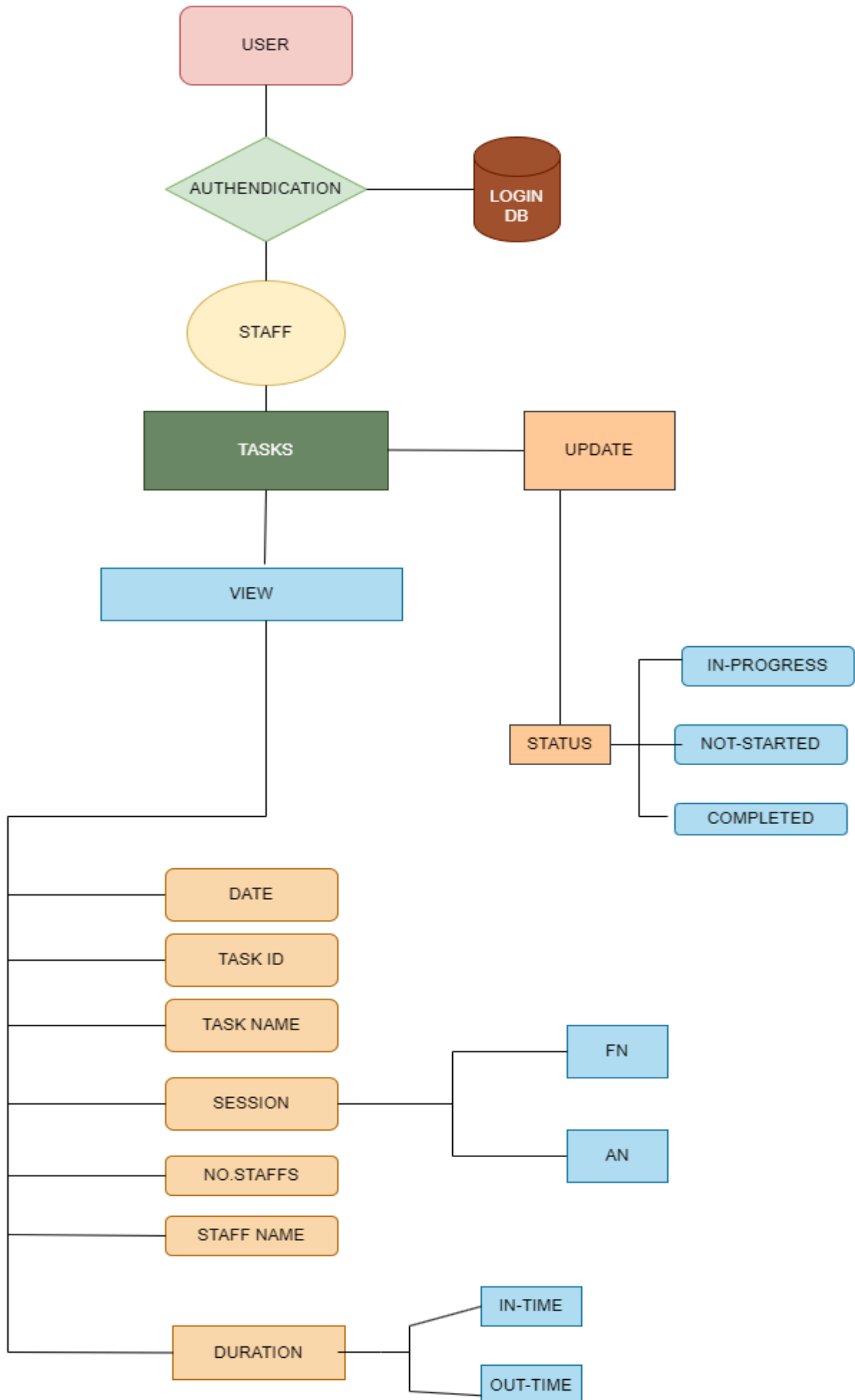
Task Management
➢ Administrator shall be able to create new tasks with the following details:
  - Date and session of the task
  - Task ID
  - Nature of work
  - Location of work
  - Number of essential staff assigned
  - Names of essential staff attending
  - Duration
➢ The Administrator only has access to edit and delete existing tasks.
  - Users shall be able to search for tasks based on various criteria, such as date, task ID, or status.
   - The app shall display a list of tasks with relevant details, including status and remarks.
  - Administrators shall have the authority to update the status and remarks of tasks.

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USER

AUTHENDICATION

LOGIN DB

STAFF

TASKS

UPDATE

VIEW

STATUS

IN-PROGRESS

NOT-STARTED

COMPLETED

DATE

TASK ID

TASK NAME

SESSION

FN

AN

NO.STAFFS

STAFF NAME

DURATION

IN-TIME

OUT-TIME

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- **Staff Management (for Managers/Admin):**

    - Managers/Leads can view a list of all essential staff members.
    - (Optional) The system allows tracking staff availability for upcoming tasks.

- **Work Status Updates (for Essential Staff):**

    - Essential staff can clock in/out for tasks assigned to them, updating the "Attending Staff" section (optional).
    - Staff can update the work status for their assigned tasks (e.g., In Progress, Completed, On Hold).
    - Staff can add remarks or comments regarding the task.

- **Reporting (Optional):**

    - Managers/Leads can generate reports on work progress, staff performance, and task completion times.
    - Reports shall include information such as total number of tasks, completed tasks, pending tasks, and average duration of tasks.

4. Non-Functional Requirements

4.1. Security
- User authentication shall be implemented to ensure that only authorised personnel can access the application.
- Data encryption shall be used to protect sensitive information stored in the system.

4.2. Performance
- The application shall be responsive and capable of handling multiple concurrent users without significant performance degradation.
- Database queries shall be optimised to minimise response times.

4.3. Usability

- The user interface should be intuitive and user-friendly for all user roles (managers/leads and essential staff).
- Clear and concise error messages should be provided to guide users in case of input errors or system failures.

- **Reliability:**

  - The app should strive for high availability with minimal downtime.

5. System Architecture
- The Essential Staff Work Status App shall be developed as a web-based application using modern technologies such as React.js for the front-end and Node.js for the back-end.
- A relational database management system (e.g., MongoDB) shall be used to store task data securely.

7. Testing
- Unit testing to ensure individual functionalities work as intended.

- Integration testing to verify seamless communication between app components.
- User Acceptance Testing (UAT) to gather feedback from administrators and essential staff.

8. Deployment

The app will be deployed on respective app stores (Google Play Store) for secure download and installation.

9. Version Control

A version control system (e.g., Git) will be used to track code changes, manage different app versions, and facilitate collaboration during development.

This SRS provides a comprehensive overview of the Staff Work Status App. It defines functionalities, user roles, non-functional requirements, and additional considerations for a successful development process.