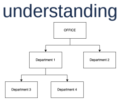
UC3. Department module

General description

The departments module is an extension to the existing Directory module. In the departments module the user must be able to see a list of all company departments and how they are related between each other.

The department module page must allow to see all departments of a specific office, and all sub-departments of a specific department. The goal is to give a better understanding of the organizational structure.

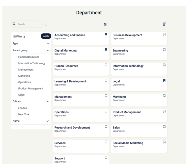


There must be a possibility to see additional information about every department - such as Key contacts, contact information and relation with office and other departments.

1. Departments page

Role: Every authenticated user

Wireframe



Business logic

Viewing and filtering list of all departments

- The user must see a list of all departments added to the system.
- The list of departments must be sorted by the department name by default (ascending)
- The user must be able to find a department using text search by full or partial match (for example “Accounting and finance” must be found by string “finance”).
- The user must be able to filter the list of departments by the Parent departments (One or multiple).
  - The complete list of parent departments: Human Resources, Information technology, Marketing, Operations, Management, Sales.
- The user must be able to filter the list of departments by Offices.
  - The complete list of offices: London, New York.
- The user must be able to filter the list of departments by choosing a name of the contact, who is linked to this department. (One person may represent multiple departments).

Bookmarking departments

- The user must be able to bookmark one of several departments.
- The user must be able to see all bookmarked departments and apply additional filtering criteria to them.
  - For example: All bookmarked departments in London.

2. Department information

Role: Every authenticated user

Wireframe

Business logic

- The user must be able to open and see the detailed information of any department.
- The following information can be seen regarding the department:
  - Name
  - Description
  - Parent department/group - if this department is a sub-department.
  - List of Key contacts - employees of the company.
    - The user must be able to go to the employee details view by clicking on it.
  - Contact email
  - Contact details
  - Office
  - Additional documents
  - Links specific for this department

    - Key dates - like meeting schedule, milestones, etc.
- The user must see only those fields that are not empty, to reduce the space.

3. Managing department information

Role: Administrator

Business logic

- The administrator must be able to initiate editing of the department information from it’s details view.
- The administrator can add or edit following information about any department:
    - Name - mandatory text field.
    - Description - optional text area.
    - Parent department - checkbox that indicated is this department parent department or sub-department.
        - Parent department must be chosen, if it is sub-department.
    - Key contact name and role - the select search from all employees of the company. The administrator can add additional role to every chosen user.
        - Description: The role of the contact in the group e.g. chair, deputy, head
    - Contact email - optional text field.
        - Description: Set a group email if you have one
    - Contact details - optional text area.
        - Description: Include teams, jabber, slack or other contact details
        - Placeholder: MS Teams: <u>Group link</u>
Jabber: <u>Chat link</u>
Slack: <u>Channel link</u>
    - Offices - ability to link department to one specific office. The list of all offices must be shown to the user.
        - Description: Link relevant offices if useful
    - Additional documents - file upload.
    - Links - optional text area.
        - Description: Include any online links relevant to this group
        - Placeholder: Intranet page: https://intranet/my-group-page
Group meeting minutes: //shared-drive/group/minutes/
Web site page: https://example.com/my-group/
    - Key dates - optional text area.
        - Description: Enter the meeting schedule, milestones, delivery dates, etc
        - Placeholder: This group meets on the 1st Wednesday of every month at 4 pm ET.
- The administrator must save the changes to publish them for the rest of the company.
- The users must see all added information in the department information view.