Staff - Job Roles

Core Feature - Staff Select a Job Role

Description: Staff views and selects job roles within organisation

	Estimation: 3
ID US #1	
Title Display job roles within an organisation	
User Story As a staff, I would like to view all job roles available in the company so that I can select one to start planning my learning journey	
Acceptance Criteria 1. I can view a page with all the active job roles available in the company 2. On the view job roles page, I cannot view job roles I have already previously added into my learning journey. 3. I can select a job role to add into my LJ	

Staff - Skills

Core Feature - View List of Skills for a Job Role

Description: Staff views relevant skills needed for a job role

	Estimation: 2
ID US #2	
Title Staff view skills required for a Job Role *(Upon selecting the job role)*	
User Story As a staff, I would like to view all the skills required for a job role, so that I can know what skills for which I need to take courses.	
Acceptance Criteria 1. I can view all the active skills needed for the selected job role. 2. I can identify the skills I have already for the selected job role.	

Staff - Courses

Core Feature - View Courses Related to Skills

Description: Staff views relevant courses needed to take to acquire a particular skill.

	Estimation: 8
ID US #3	
Title Staff view courses to plan their learning journey	
User Story As a staff, I would like to view the courses related to a particular job role & their respective skills, so that I can plan what courses to select to upskill myself.	
Acceptance Criteria 1. I can view the course options I can take to achieve the skill accreditation. 2. From the list of courses returned (for a particular skill), courses that have been previously added will be greyed out 3. I can identify which courses have skills I have already acquired/currently acquiring.	

Staff - Learning Journey

Core Feature - Add Courses to Learning Journey

Description: Staff add courses to their learning journey

	Estimation: 3
ID US #4	
Title Staff add courses to their learning journey.	
User Story As a staff, I would like to add courses to my learning journey so that I can visually plan out my upskilling journey with the necessary skills needed for my target job role.	
Acceptance Criteria 1. I can confirm my decision before making the addition of the course to the Learning Journey 2. I cannot add courses previously completed to my learning journey (will be greyed out). 3. I cannot add the same courses that are already in the same learning journey	

Specific Feature - View Learning Journey

Description: Staff can view a learning journey

	Estimation: 13
ID US #5	
Title Staff can view one or more learning journeys	
User Story As a staff, I would like to be able to view my learning journey(s) so that I can track the courses required to attain my desired job position and see if I am on track	
Acceptance Criteria 1. Learning journey page is empty prior to adding any courses to it. 2. I can view the selection of courses made thus far on the learning journey page. 3. I can see the current skills I have obtained by the completed courses in the learning journey 4. I am able to toggle to view multiple learning journeys 5. I am able to see the status of 1 learning journey (in progress / completed / retired) 6. I can view the details & progress of each learning journey created	

Core Feature - Remove Courses from Learning Journey

Description: Staff removes courses from their learning journey

	Estimation: 5
ID US #6	
Title Staff remove courses from their learning journey.	
User Story As a staff, I would like to remove courses that I do not plan on completing, so that I will be able to amend mistakes made when I make a wrong choice.	
Acceptance Criteria 1. I cannot view removed courses on the learning journey page anymore 2. I will be able to view the course that I removed in the course listing again	

Core Feature - Hard Delete Learning Journey

Description: Staff deletes their learning journey

ID ==US #18==	**Estimation:** 5
Title Staff delete a learning journey	
User Story As a staff, I would like to delete a learning journey, so that I will not be misled into taking courses for roles I picked wrongly or am no longer interested in.	
Acceptance Criteria 1. The deleted learning journey will be completely removed from the system(hard delete) 2. I can no longer view the deleted learning journey on my learning journey summary page. 3. I will be able to view the courses that I added in the deleted learning journey in the course listing again 4. I can confirm my decision before actually deleting the learning journey to avoid accidental deletions. 5. I can no longer add in/remove any courses into that specific deleted learning journey.	

HR - Job Roles

Specific Function: CRUD for Job Roles

Description: HR creates new job roles

ID ==US #7==	**Estimation:** 1
Title HR create new Job Roles	

User Story	
As a HR, I want to be able to create new job roles so that I can allow staff to take up new roles needed by the company.	
Acceptance Criteria 1. I can create a new role by entering the details of the job role (role name) 2. I can view the newly created job role 3. I will receive an error message when I try to create an already existing Job Role name or leave job role name empty	

Description: HR views existing job roles

ID <mark>US #8</mark>	**Estimation: 1**
Title HR view Job Roles	
User Story As a HR, I would like to be able to view existing job roles so that I can ensure all job roles are reflected accurately.	
Acceptance Criteria 1. I can view the list of existing job roles within the organisation on a single webpage. 2. Status of job roles that were soft deleted should be reflected as retired, while others should be reflected as active	

Description: HR updates existing job roles

ID <mark>US #9</mark>	**Estimation: 2**
Title HR updates existing job role	
User Story As a HR, I want to update any changes in the information of roles so that staff will be able to get the latest information on job roles.	
Acceptance Criteria 1. I will not be allowed to edit the job role ID. 2. I can edit the role name for the specific job role 3. I can edit the status of the specific Job Role 4. I can confirm the changes I've made to a job role 5. Validate name change e.g duplicate name	

Description: HR deletes job role

ID US #10	Estimation: 3
Title HR deletes existing job role	
User Story As HR, I would like to soft delete job roles, so that I can remove job roles that are no longer needed by the company	
Acceptance Criteria 1. I can confirm deletion before it is unlisted from the portal 2. Staff will no longer be able to select the deleted role as their goal role. 3. The deleted role's status will be reflected as retired.	

HR - Skills

Specific Function: CRUD for Skills

Description: HR adds new skills

ID US #11	Estimation: 1
Title HR create new skills	
User Story As a HR, I would like to add new skills to the system so that I can introduce new skills required for a dynamic workplace.	
Acceptance Criteria 1. I can add only new skills to the list of current skills 2. No repeated or blank skill name can be used in creation of skills	

ID US #12	Estimation: 1
Title HR View existing Skills	

User Story	
As a HR, I want to view skills so that I can keep track of the current skills and ensure they are aligned with the organisation's needs.	
Acceptance Criteria 1. I can view the list of existing skills 2. I can view the status of a skill (retired, active)	

ID <mark>US #13</mark>	**Estimation:** 2
Title HR Update existing Skill	
User Story As a HR, I want to update skills to reflect any changes in skills description or skills level.	
Acceptance Criteria 1. I can update the name of the skill. 2. I can confirm the changes I've made to a skill 3. Validate name change e.g duplicate name	

ID <mark>US #14</mark>	**Estimation:** 3
Title HR Delete existing Skill	
User Story As a HR, I would like to be able to soft delete skills so that I can remove skills that are no longer required or are outdated.	
Acceptance Criteria 1. The deleted skill will no longer be visible in the list of existing skills. 2. Deleted skill will no longer be visible on staff's skill list	

Specific Function: Assign Skills to Job Roles

Description: HR assigns skills to Job Roles

ID US #15	Estimation: 5
Title HR Assign Skill to Job Role	
User Story As a HR, I would like to assign a skill to a job role so that a staff can build the required skills for that role.	
Acceptance Criteria 1. I can view the current skills (both active and retired) attached to the specific job role. 2. I can pick skills from a range of existing skills and add them to this Job Role. 3. I cannot assign multiples of the same skill to the specific job role.	

Specific Function: Assign Courses to Skills

Description: HR assigns Courses to skills

ID US #16	Estimation: 5
Title HR Assign/Maps Courses to Skills	
User Story As a HR, I would like to assign a skill to a course so that staff can plan what courses they should take to build certain skills.	
Acceptance Criteria 1. I can view the courses attached to a specific skill. 2. I can only assign active courses to an active skill. 3. I can pick courses from a range of existing courses and add them to this skill. 4. I cannot assign multiples of the same course to the specific skill.	

Miscellaneous

Specific Feature - Staff Filter for a Job Role

Description: Staff filters for a job role within organisation

ID US #17	**Estimation: 8**
Title Staff filters for Job Roles available within organisation (via searching)	
User Story As a staff, I would like to filter for specific job roles available in the company so that I can narrow down my search for a specific job role to work towards.	
Acceptance Criteria 1. I can filter for job roles based on search terms like keywords of job description and skills, role names, department name 2. I can revert my searches to browse for other unrelated job roles 3. I can select a job role (from the list of job roles), to work towards	

Specific Feature - Staff only add courses they qualify for

Description: Staff can only add courses that they have met the prerequisites for

ID US #19	**Estimation:** 13
Title Staff cannot add courses to their learning journey when pre-requisites are not met	
User Story As a staff, I would like to be able to only add courses for which I've met prerequisites for so that I can take up courses in the correct sequence to properly progress through a learning journey for a Job Role.	
Acceptance Criteria 1. I am able to identify the pre-requisites I am missing in order to take the blocked course. 2. I am unable to click and add a blocked course.	

Epics

ID E #1	Estimation: 21

Title
Manager views assigned team members

User Story
As a manager, I would like to have an overview of my team members and their respective career progressions, in order to plan for future project resource allocations.

Acceptance Criteria
1. I can identify my team members based on basic details and labels such as their Names, Departments, Staff_IDs.
2. I can filter for employees who have completed a certain skill
3. I can view the courses an employee took to have deemed their skill as completed
4. I can search for 1 particular employee to see all the skills they have obtained so far
5. I can view the skills that common amongst my team members
6. I can see the courses completed by a team member
7. I can filter for employees who have completed a certain course
8. I can see the progress % of a course for a particular employee
9. I can compare the learning progress of a course amongst all my team members who have taken that particular course

ID E #2	Estimation: 21

Title
Manager has unique access to specific features within LJPS

User Story
As a manager, I would like to be able to update information on the job roles so my team members will stay up to date on the latest information on relevant job roles.

Acceptance Criteria
1. I can view the list of existing job roles within the organisation on a single webpage.
2. I can view the status of job roles (i.e. job roles that were soft deleted should be reflected as retired, while others should be reflected as active)
3. I will not be allowed to edit the job role ID.
4. I can edit the role name for the specific job role
5. I can edit the status of the specific Job Role
6. I can confirm the changes I've made to a job role

7. Validate name change e.g duplicate name	

ID E #3	**Estimation:** 21
Title Login to LJPS	
User Story As a User, I would like to be able to login to the LJPS to access the features of the planning system so that I can access the system and complete my tasks.	
Acceptance Criteria 　1.　I am able to login with the initial username and password given to me by the IT helpdesk 　2.　I am prompted to change my initial password when I first log in with the given username 　3.　I am able to click on the "Forget Password?" hyperlink to reset my password 　4.　I am unable to access the LJPS with incorrect credentials (e.g. blank username & password)	

ID E #4	**Estimation:** 21
Title Staff automatically redirected to LMS after clicking on button on LJPS	
User Story As a staff, I would like to be able to access the LMS directly from the LJPS, so that I can get started on learning my course as soon as possible	
Acceptance Criteria 　1.　Given that I am logged into the LJPS, I can click on the "LMS" button to be redirected to the LMS website 　2.　Given that I am logged into the LJPS & have clicked on the "LMS" button, I am automatically brought to my LMS dashboard without having to login again into the LMS 　3.　I am able to navigate to the LMS and view the courses I have registered for thus far.	

ID E #5	**Estimation:** 21

Title Auto Data Migration - Skills table fetched from LMS.	
User Story As a HR, I would like the data on the courses' skills to be automatically populated based on fetched data from the LMS, so that I can avoid any errors from the manual entry of skills.	
Acceptance Criteria 1. I am able to initialise the entire sequence of the fetch. 2. I am able to track the progress of the entire data migration process 3. I am able to confirm my decision before actually starting the auto data migration process	