Austin Long
11287329

Persona – Experienced manager with management systems

Name: MeredithManager
Vital Statistics:
- Age: 32
- Job: Senior operations manager at a medium-sized manufacturing company
- Family situation: married with two school-age children

Goals:
- MeredithManager wants to easily manage employee information, including to-do lists and agendas, to ensure that her team remains organized and productive.
- She wants the ability to track her team's progress on the tasks and projects efficiently.
- She seeks a centralized system that allows her to oversee projects updated and monitor their status easily.
- She wants to user-friendly and intuitive software that requires minimal training for her and her team.
- She values real-time access to task and project updates to make informed decisions and provide timely feedback to their team.

Motivations:
- MeredithManager is motivated to keep her team engaged and motivated through effective leadership, she believes that a motivated team is more productive and innovative, and she strives to create an environment where her team members feel valued and supported in their roles.
- She seeks to foster a culture of continuous improvement, where each team member is encouraged to contribute their ideas and expertise.

Frustrations:
- If the management systems she uses are not mobile-friendly, MeredithManager may find it frustrating when she needs to access critical information while on the go or outside the office.
- Incomplete or inaccurate data reporting can lead to misguided decisions and delays in problem-solving.
- Fears about data security breaches or inadequate data protections measures can be source of frustration. She needs to ensure that sensitive information within her management systems is secured.
- Miscommunications or a lack of clear communication channels can lead to frustrations when trying to coordinate efforts with her team or other departments.

Activities:

- She oversees salary adjustments, bonuses, and benefits administration, all of which are managed through the systems.
- She uses the system to track employee performance metrics, goals, enabling her to provide feedback and set performance improvement targets.
- She assigns tasks and projects to her team members, with the ability to set deadlines, priorities, and track progress, ensuring that assignments are finished on time and up to standard.
- She communicates with employee through the system, using it for sending messages, notifications, or like reminders

Technical usage/proficiency:
- Meredith is proficient in using various digital tools and software applications. She is comfortable with technology and can adapt quickly to new applications and systems.
- She has experience with management software, which allows her to understand the terminology, features, and functions commonly found in such systems
- She understands the importance of data security and follows best practices to ensure the confidentiality of employee data stored within the systems

Epic:
As MeredithManager, I want an intuitive and comprehensive Employee Management System that streamlines employee data management, and team collaboration, enabling me efficiently oversee my team, make informed decisions, and optimize workforce productivity.

User Stories:
- As MeredithManager, I want to easily access and manage detailed employee profiles, including personal information, job roles, performance history, and contact details, so that I can make well-informed decisions, provide personalized support, and ensure effetive team management.
  - **Acceptance criteria:**
    - The system must allow Meredith to search for and access individual employee profiles.
    - She should be able to update employee information.
- As MeredithManager, I want a system that simplifies the process of reviewing and approving employee time-off request, ensuring adequate staffing and workload management, so that I can maintain workforce balance, plan work schedules efficiently, and support and team's work-life balance.
  - **Acceptance criteria:**
    - Employee can submit time-off requests
    - Meredith can review, approve and deny requests with reasons provided.
    - She can view a calendar displaying approved time-off for workforce planning.

- As MeredithManager, I want the ability to oversee payroll processing, salary adjustments, bonuses, and benefit administration within the system, so that I can ensure accurate and timely compensation for my team, fostering trust and satisfaction among employees.
  - **Acceptance criteria:**
    - The system allows Meredith to review and approve payroll transactions.
    - She can make salary adjustments and approve bonus payments.
- As MeredithManager, I want a feature that allows me to efficiently assign tasks and projects to team members, set deadlines, and monitor progress, so that I can optimize workload distribution, meet project timelines, and achieve team and organizational goals effectively.
  - **Acceptance criteria:**
    - Meredith can create tasks or projects, assign them to team members, and specify deadlines.
    - Team member will receive notifications for assigned tasks.
    - Meredith can view a dashboard summarizing task and project progress.

Story Points????/?