**List Functional Requirement**

**Admin**

Manage Project

Manage User

Manage Project Team

Manage Project Module

**User**

Change User’s Information

Reset Password

Manage Project

Manage Project Team

Manage Project Module

Manage Cost

Manage Product

Manage Work Order

Manage Risk, Issue, Change Request

**Manage Project**

This function allows Admin and Project Manager to create new project, edit a project’s information. The function also provides Admin with search function to help them quickly find a project.

**Manage User**

This function provides Admin with the ability manage users of the PMS system. This function includes search users, create user, and edit user’s information and status.

**Manage Project Team**

This function provides Admin and Project Manager the ability to manage a project’s team. This function includes search users to add to project’s team, change team member’s role, and remove member from project’s team.

**Manage Project Module**

This function provides Admin and Project Manager the ability to manage a project’s modules usage. This function will help admin and project manager to choose what modules they want to use in a project.

Here is the list of modules:

* Time Sheet
* Project Planner
* Defect Management
* Report
* Requirement Management
* Risk, Issue Management
* Change Request Management
* Cost Management

**Change User’s Information**

This function provides users of PMS system the ability to change their user’s information. This also includes changing password function.

**Reset Password**

This function will help users of PMS system when they forget their password. Users provide their username and this function will reset and send their password to their Email in user’s information.

**Manage Cost**

This function provides Project Managers the ability to control a project’s financial. This function will help them manage budget and tracking expense daily. It also alarm them when their project will be over budget at the time they planning the project’s expense. Project Managers can defy their project’s buffer, the Manage Cost module will notice them the status of the current buffer.

The Manage Cost module contain:

* Budget: the project’s budget. It can be change at any time and each time it change the module will log it so Project Managers can view later.
* Types: Project Manager can defy their own types to group many Daily Expense into category for easily control.
* One Time Expense: the expense that happen once in the project, such as the money use to purchase tools, equipments use in the project.
* Daily Expense: the expense that happen daily, such as the money use to pay for employees’ salary. For example: when the project manager plan to hire a developer and pay him 20$/day. The developer will work for the project on workday form 1/5/2012(when the project start) to 1/8/2012(when the project end). Project manager will add a new record in Daily Expense with those information:

+ Cost/day: 20

+ Start Date: 1/5/2012

+ End Date: 1/8/2012

+ Use on following day: stick on the checkbox from Monday to Friday (workday)

+ Type: Developer (Project Manager custom types)

After project manager adding that daily Expense the module will immediately count that expense into the project’s total expense and calculate the buffer the project will be after adding that daily expense. The Manage Cost module will notice the Project manager right away if the project will be over budget after adding this daily expense and in which date that the budget will be out.

When that developer get out of the project halfway at date 15/7/2012. The Project Manager will update Daily Expense record of that developer and set the end date form 1/8/2012 to 15/7/2012. After update the record the Manage Cost module will only count that developer salary from 1/5/2012 to 15/7/2012 (instead of 1/8/2012) to the project’s total expense.

* Exceptional Expense: the expense that happen unexpectedly in the project, such as when all the developers in the team have to work on Sunday(26/5/2012) to keep up with project’s schedule. The salary pay on that date will be double. Project Manager will add new record to Exceptional Expense with those information:

+ Name: work on Sunday(26/5/2012)

+ Affect to: Choose “These Type” radio button and check the “Developer” checkbox (this mean that all the daily expense that have the type “Developer” will be count in this exceptional expense). If only some developer will work on this date, Project Manger will choose “or following” radio button and select the checkboxes before the names of the developers will work on this date.

+ Addition Effect: choose the first radio button and choose “x2 payment” (this mean that the salary will be double the salary in the daily expense). Choose “Fix Cost” radio button when paying a fix value to all the “affect to” daily expense.

+ Date: 26/5/2012

After the Project Manager add this Exceptional Expense the Manage Cost module will add the money use to pay employees in that date to the project’s total expense. The Manage Cost module will notice the Project manager right away if the project will be over budget after adding this Exceptional Expense and in which date that the budget will be out.

* Exceptional Deduct: the money that won’t be spent as the plan, such as when an employee take a day rest without salary on 31/5/2012. Project Manager will add a new record to Exceptional Deduct with following information:

+ Affect to: Choose “or following” radio button and select the checkbox before the name of the developers absent in that date.

+ Addition Effect: choose the first radio button and choose “x1 payment” (this mean the value in Daily Expense). If Project Manager punish that developer by deduct 2 days of salary then he will choose “x2 payment”

+ Date: 31/5/2012

After the Project Manager add this Exceptional Expense the Manage Cost module will not count that employee’s salary in that date into the project’s total expense.

**Manage Product**

This function provides Project Manager and Team Member the ability to control a project’s products. Project Manager and Team Member can add, modify and delete products.

**Manage Work Order**

This function provides Project Manager the ability to control a project’s stage and deliverables’ schedule. Project Managers can set how many stages a project has and their duration. They can also set when and which product to deliver in each stage.

**Manage Risk, Issue, Change Request**

This function provides Project Manager and Team Member the ability to control a project’s risk, issue and change request. They can add, modify and delete risk, issue and change request.