

CS1890 Assessed Coursework 3

Requirements Specification

Employee Performance Appraisal System

1. INTRODUCTION

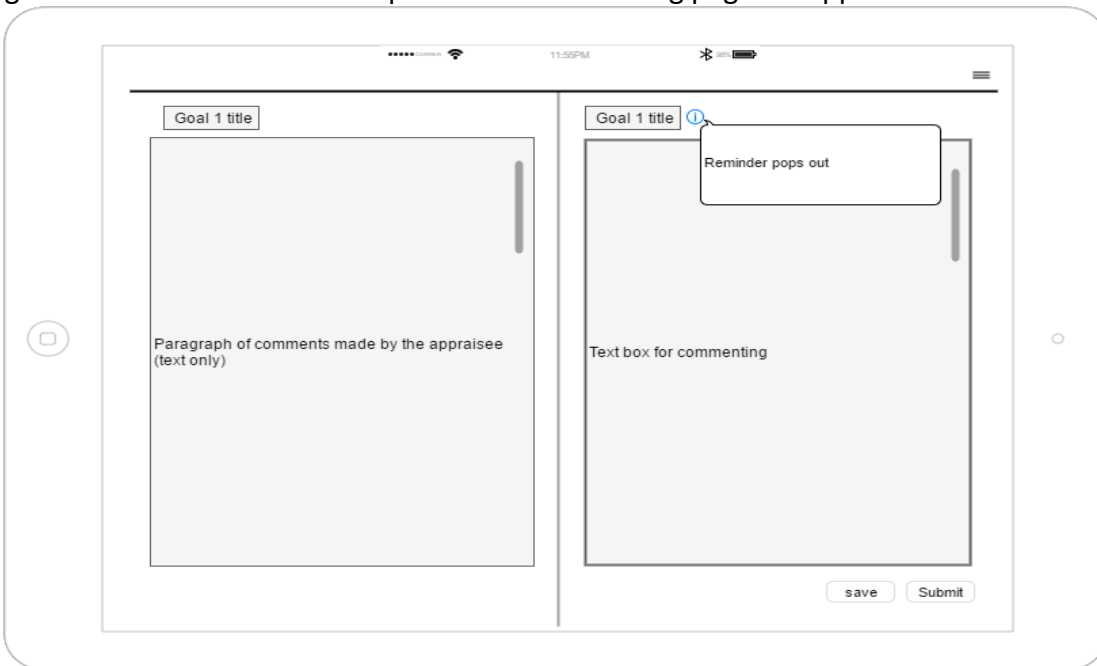
The purpose of this document is to map requirements for the CodeGroovers Employee Performance Appraisal software application and evaluate possible failure situations so they can be addressed whilst creating the application. This document will be divided into five sections as follows:

1. Introduction to the document
2. Introduction to the application
3. A description of all identified actors
4. User stories for identified requirements and use cases with diagrams and descriptions
5. An appendix

2. DESCRIPTION OF SOFTWARE

There will be a login page for users before they can access the software. Everyone is assigned a username and password, to filter irrelevant information and guarantee user's own privacy. Also, different stakeholders have different needs from the software, which means the functions for different stakeholders are different. Therefore, different versions of the software must be created. In the case given, five versions are needed since there are five stakeholders.

After logging in, users will be directed to the homepage. It displays information and functions such as the opening session for filling in the appraisal and navigation bars directing to different pages they may need to access. Users can read, type, grade and print as they are permitted. The figure shown below is an example of the commenting page for appraisers.



Generally, the software allows users to save and continue the comments and text files they have been working on before submission. All the records will be saved to database for further reference, such as the content of appraisals, while only authorized ones can access the data saved. Also, it can export appraisals into pdf file type to facilitate the printing of appraisals. Whenever there is an update or status change, related users will be notified via email.

3. ACTORS

List of identified actors:

- employee (appraisee)
- employee's line manager (appraiser)
- reviewer
- HR department employees
- HR department managers reviewer gives comments on the work by appraisee

and appraiser appraiser gives comments to appraisee

HR department employees assign each appraisee and appraiser

HR department employees assign each appraisal a reviewer

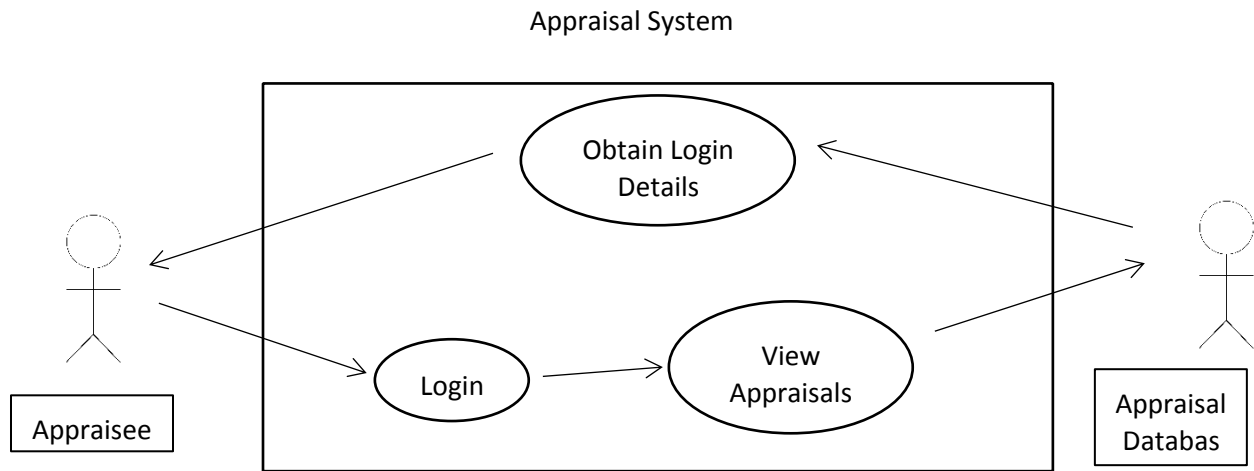
HR department managers review the whole thing

Actors interact with use cases but superficial to a system and in here we have 5 actors for the Employee Performance Appraisal software application. The first two actors are the employee (appraisee) and the employee's line manager (appraiser). Each appraisee is assigned an appraiser and both agree to achieve certain goals and tasks in the beginning of each year. When the year ends the appraisee needs to write and send a text with their year performance with a comment on their performance on the tasks and goals they set with the appraiser's. The appraiser needs to access the appraisee comments and read them then give their own comments. The third actor who is the reviewer will give more comment for the appraisal's. HR department employees will be our fourth actor for the application. They have two roles, the first is to assign each appraisee and appraiser, second is to assign each appraisal a reviewer. The HR department managers oversee the entire process and review each appraisal after the year.

4. USER STORIES, ACCEPTANCE TESTS AND USE CASES

1st story:

As an employee, I want to be assigned a username which is linked to a private account so I can view all my annual goals within the appraisal securely and confidentially. Priority: Essential
 Acceptance test: Once the employee receives they're username and password they must be able to login successfully, If the user cannot successfully login to the appraisal system they must be prompted to try again, Once the user logs in they must be able to view and edit their appraisals.



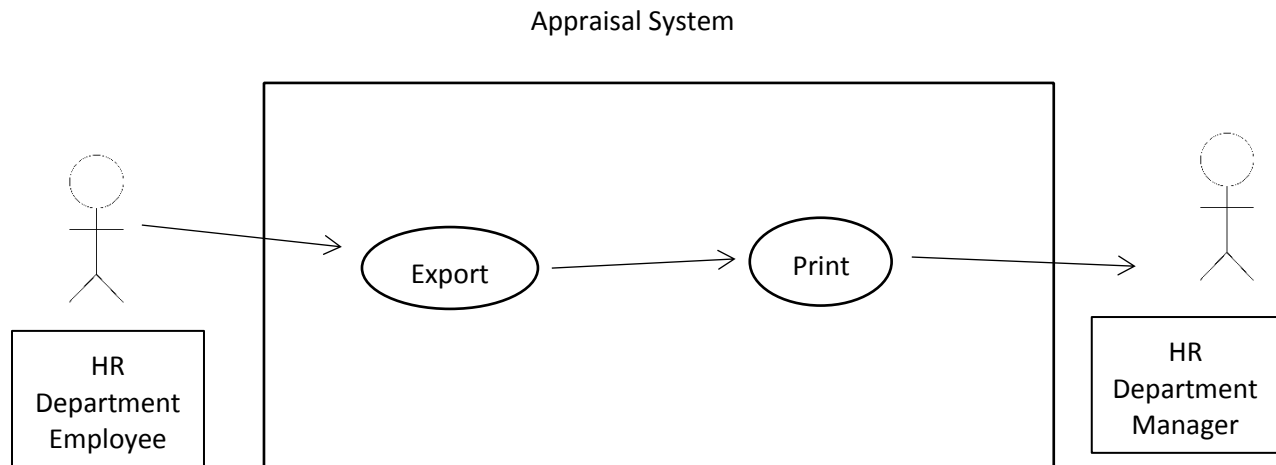
Use Case	Login
Actors	Appraisee, Appraisal database
Brief Description/Basic flow	Whenever a new employee uses the appraisal system for the first time they are given a username and password to access their personalised account. With their unique login details all users can log into private accounts where their current appraisals are stored. Appraisals can be viewed and edited from inside the system.
Preconditions	Each employee's identification details are stored in the appraisal database. All appraisals are up to date.
Alternative Flow	If the appraisee's data is not in the appraisal database, then a username cannot be allocated so external procedures must occur. If the user has forgotten their password, they can retrieve it via their employee email.
Postconditions	The appraisee can view and edit their appraisals.

2nd story:

As a member of the HR department i want to be able to export appraisals so that they can be distributed to the relevant parties

Priority: Desirable

Acceptance test: Once an appraisal has been exported into a readable format the user must be able to print the appraisal out, If the appraisals are not readable the user should try exporting again.



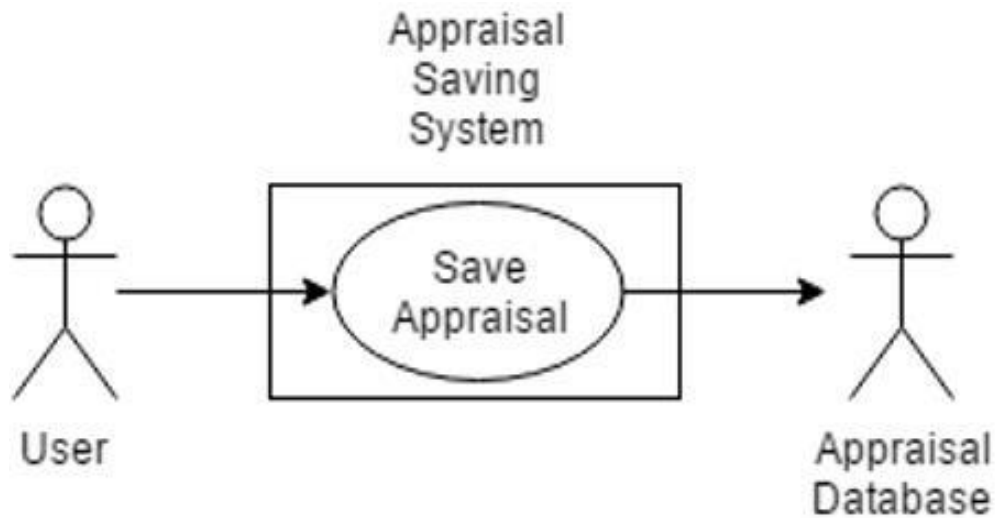
Use Case	Export
Actors	HR Department employee and manager
Brief Description/Basic flow	For the appraisals to be checked and verified for completion they need to be exported by a HR employee into a readable format such as PDF. From here appraisal can be printed and checked by the HR manager.
Preconditions	Appraisals must be complete before they can be exported and printed.
Alternative Flow	If there are no appraisals to be exported, then the action cannot be carried out. If the appraisals cannot be exported, then the HR employee must contact the manager. If the printed copy is not readable the employee must check the exported file is readable and that the printer settings are to standards.
Postconditions	The HR Department manager has a paper copy of the appraisal to check through.

3rd story:

As a user, I want to save the input already provided and resume the process at a later point in time so I can always continue the appraisal process at any time. (User → employee)

Priority: Essential

Acceptance test: After partially filling the appraisal form, the program must save the changes made by the user. If the program is closed before autosaving, the program should ask to save before closing. If saving is not possible, revert to the last saved version.

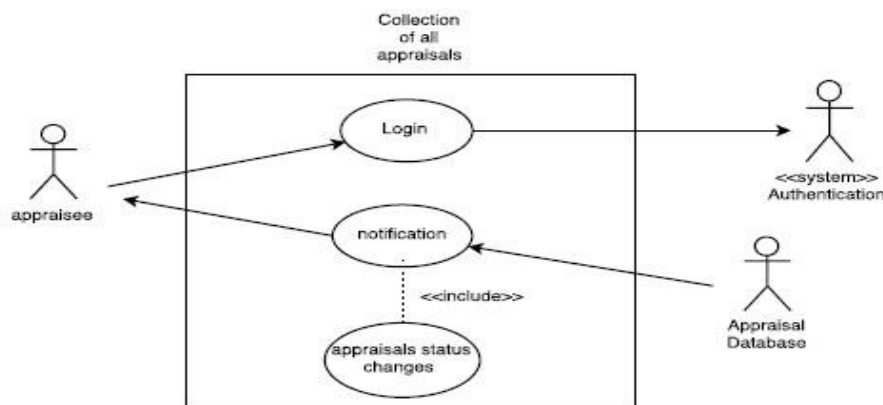


4th story:

As an employee I want to receive a notification every time my appraisals status changes so I can respond to the changes and review comments I received.

Priority: Desirable

Acceptance test: before the employee login they should have received a notification once their appraisals changed. if they sign in they can access and read the comments they received from the employee's line manager and respond to the comments

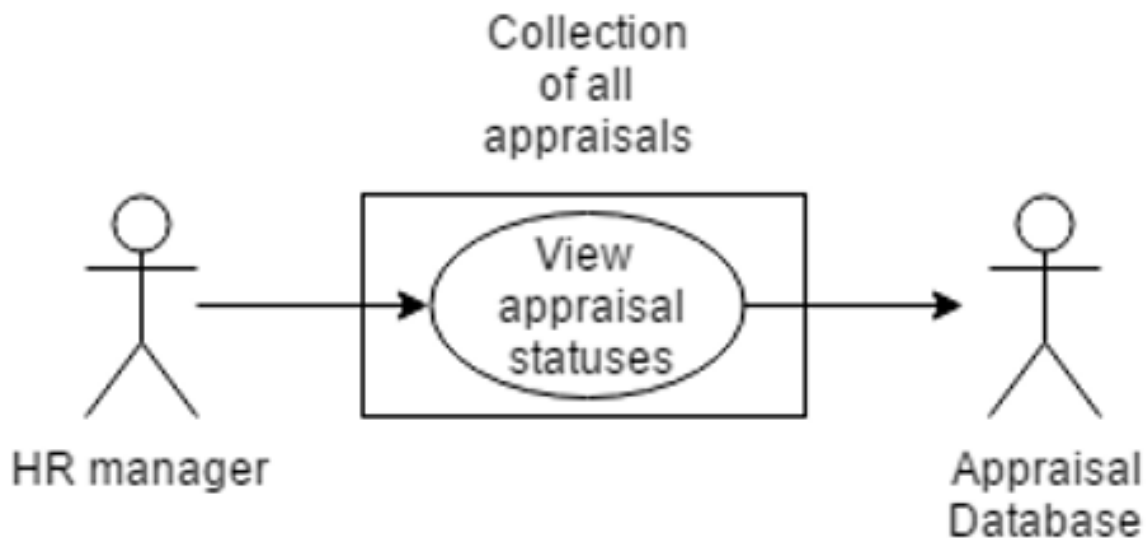


when the appraisee login successfully to the system, a notification will pop up on the screen showing him all the appraisals status change and comment from the appraisal

5th story:

As a HR manager, I want to see all appraisals collectively so I can check the status of all current appraisals. Priority: Essential

Acceptance test: The application must have a list of all ongoing appraisals for selected users to see. The list must display the status of the appraisals and the last time they were edited. If the HR manager cannot see all the appraisals, the system should be able to take manual input of appraisals by the HR manager.

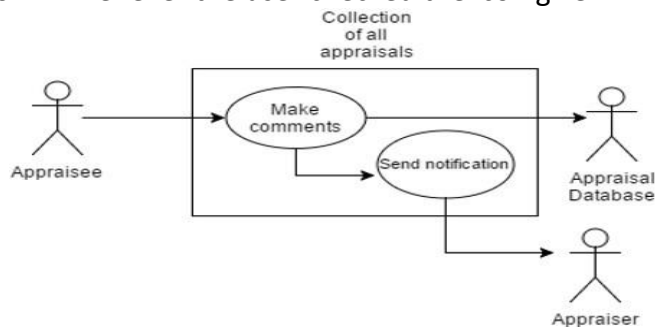


6th story:

As a user, I want to be reminded of the details when I am completing the appraisal so I can complete the appraisal without anything missing. (User → anyone accessing the appraisal form) Priority: Desirable

Acceptance test: At the beginning of each year, contents of questions and reminders are set by appraisers. When accessing the software, before getting into the page to fill in the form, no reminder is shown to save space. After clicking into the form, several fields with its title are shown, with an icon placed next to the title so that users can view the reminder when the icon is checked.

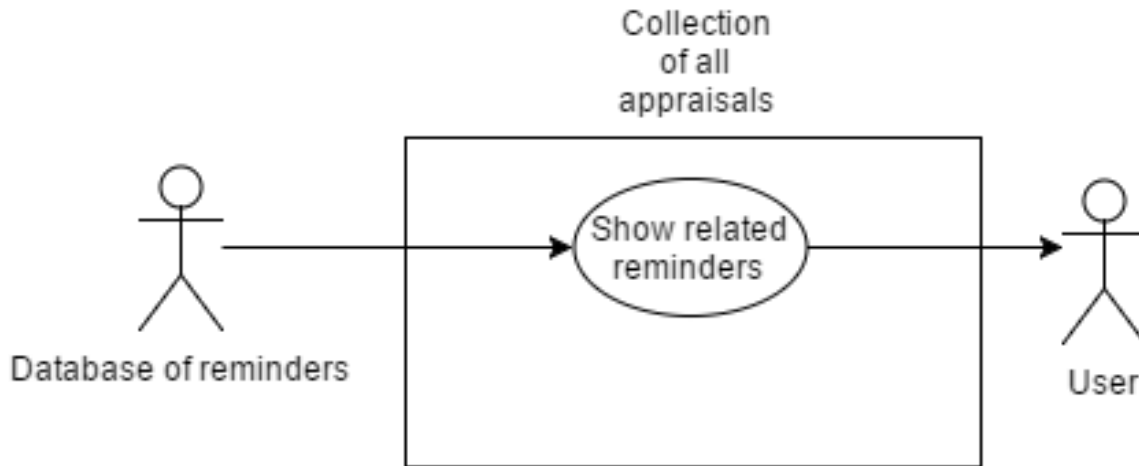
Reminders were discussed in the beginning of each year when they were setting goals and tasks and stored in the database of reminders. Related reminders will be retrieved from the database and shown whenever the user checked the icon given.



7th story:

As an employee, I want to be able to comment on my annual goals at the end of the year and analyze my overall performance Priority: Essential

Acceptance test: if comments cannot be made then the appraisal cannot be completed. After comments are made the appraiser must be notified that changes have been made to the appraisal.



When the appraisee requests for making comments, he will be directed to the page for making comments. The latest saved comment will be retrieved from the appraisal database and displayed on the page to let the user continue the comment. There is always a record for each comment so there is no text displayed for the first time as the record is empty.

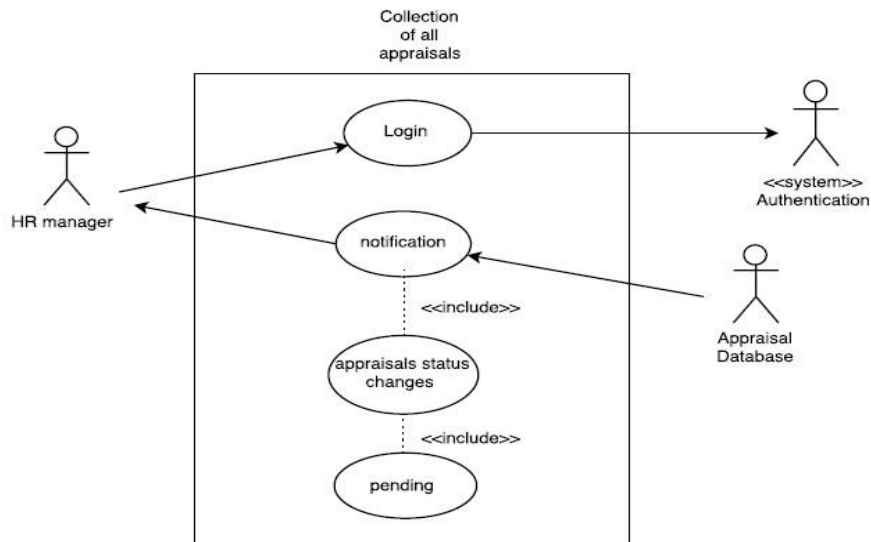
After that, user can choose to save or finish the comment. If user chooses to save the comment, the comment will be saved to the appraisal database. If user chooses to finish the comment, aside from saving the comment into database, no more changes can be made, and an email will be sent to his appraiser as notification.

8th story:

As a HR manager, I want to receive a notification when the appraisals are pending so i can detect and solve the problem.

Priority: Desirable

Acceptance test: after sign in, the HR manager must receive a notification if the appraisals did not sign in or edit for certain time that the appraisal is pending.



when the HR manager login successfully to the system, a notification will pop up on the screen showing him all the appraisals that are pending

9th story:

As appraisee and appraiser I want to check the values of personal activities graded before so I can indicate what activities to be carried in the coming years.

Priority: Essential

Acceptance test: At the beginning of each year, the overall result can be seen for reference of setting goals. After this session, the result is unable to access. At the end of the year, appraisee and appraiser need to indicate the value of each personal development activities. The overall result can only be seen again after they have made the indication to ensure the fairness.

In the beginning of the year, users can view the scaling made in the previous years.

Data are retrieved from the scaling database, so it can be displayed on the software.

