

Resource Management System (RMS)

The director of an academic department manages human resources (hired on different academic or research or administrative positions, having/not having a PhD), financial resources and logistical ones (rooms, equipments, etc). The department is involved in several projects, some of them didactical (undergraduate and master academic programs), some other of a scientific kind (research grants, research cooperations), and some of administrative nature (scientific events, student research groups, admission/finalization exams, business events, etc).

The academic duty of teachers (disciplines, student classes, academic programs, number of hours) is established by a document called "State de functii", produced by using a dedicated software application. The academic schedule is produced each semester by another software system. Both documents are available in electronic form.

A research project has a team of members and several phases, and a phase involves several activities, executed in a specific order. An activity is performed by one or more team members, each with a planned number of hours. The budget of an activity is decomposed into the following expenses: workforce (wages), mobility (covering conference fees, travel, accomodation, and per diem), and logistics (acquisition of consumables and equipments).

An administrative event has a starting and ending date, a list of persons assigned to it and a calendar - list of activities. Each activity consists of several tasks; a task is performed by one or more persons, in a specified time frame (start date, end date), and needs zero/one/more logistic resources.

Our goal is to develop a resource management system (RMS), allowing department's director and members (teachers, research staff, administrative staff) to cooperate and interact for a better use of all department's resources.

The director of the department uses RMS for the definition of research projects and administrative events, approval of some activities and production of reports describing resource allocation and resource use for each department member, each project, each administrative event and each logistical resource.

Academic and research staff uses RMS for getting and recording info related to their activities/tasks, covering didactical, research, and administrative duties.

Administrative staff uses RMS for defining human, financial, and logistic resources of the department.

RMS - feature list

Code	Description
1. Aministrative features (needs)	
F1.1.	Recording of human resources (persons hired on several academic, research, or administrative positions, having/having not a PhD)
F1.2.	Recording of financial resources
F1.3.	Recording of logistical resources (rooms, equipments, etc)
F1.4.	Import of "State de functii" document generated by an external software
F1.5	Import of academic schedule document generated by an external software
2. Department director's features (needs)	
F2.1.	Defining of academic programs (undergraduate and master level

F2.2.	Defining research projects (teams, phases, activities)
F2.3.	Defining administrative events (time frame, teams, activities, tasks)
F2.4.	Defining student research groups for specific academic programs
F2.5.	Producing reports describing resource allocation and resource use for each department member, each project, each administrative event and each logistical resource.
F2.6	Approving activities performed by department members
F2.7	Approving requests for recording new research grants and administrative events
3. Department members features (needs)	
F3.1.	Getting the calendar of their activities/tasks (teaching, research, and administrative)
F3.2.	Sending requests for recording new research grants and administrative events (to the director)
F3.3.	Recording of performed research activities (subject to director's approval/confirmation)
4. Public access features (needs)	
F4.1	Getting info related to the department's resources
F4.2	Getting info related to the scientific grants (without financial details and omitting some classified activities, if any)
F4.2	Getting the calendar of didactical, scientific, and administrative activities (having some filtering features)