

Internal Process Automation Tool - PRD Excerpt

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Project Overview

As a Product Owner, I led a six-month project from January to June 2024 to automate resource allocation for 50+ consulting teams, reducing staffing time by 30%. Our 8-person Agile team developed the 10-page PRD through weekly meetings with HR and project managers. This excerpt covers key features, user stories, acceptance criteria, scope, and technical requirements for the tool, which improved onboarding efficiency by 18%.

Project Scope

The tool targets project managers, HR leads, and consultants, integrating with Deloitte's HR database. The MVP focused on skill matching, notifications, and dashboards, with enhancements for reporting and user permissions. Out-of-scope items included AI-based scheduling, deferred due to resource constraints.

Key Features

- **Skill Matching:** Assigns consultants based on skills and availability, tested over two sprints.
- **Notifications:** Email alerts for assignment updates, refined after user feedback in sprint 4.
- **Allocation Dashboard:** Power BI dashboard for team utilization and staffing gaps, built after mockup reviews.
- **Reports:** Staffing efficiency reports, validated with HR in sprint demos.
- **User Permissions:** Role-based access for managers and HR, added in sprint 5.

User Stories and Acceptance Criteria

- 1. As a project manager, I want automated staffing to save time on manual assignments.**
 - Acceptance Criteria: Matches consultants to projects in under 10 seconds, tested in sprint 3.
 - Acceptance Criteria: Displays skill compatibility score, verified in UAT.
- 2. As an HR lead, I want utilization reports to optimize team workloads.**
 - Acceptance Criteria: Dashboard shows utilization by team, exportable to Excel.
 - Acceptance Criteria: Updates in real-time, tested in sprint 4.
- 3. As a consultant, I want email alerts for new assignments to plan my schedule.**
 - Acceptance Criteria: Alerts sent within 5 minutes of assignment, include project details.
 - Acceptance Criteria: Configurable notification preferences, tested in UAT.
- 4. As an HR lead, I want role-based access to restrict sensitive data.**
 - Acceptance Criteria: Admins can assign permissions, tested in sprint 5.
 - Acceptance Criteria: Non-admins cannot view restricted data, verified in UAT.

Technical Requirements

We collaborated with IT for integration:

- Connects to HR database for real-time data, tested biweekly with SQL queries.
- Responsive design for mobile and desktop, confirmed in UAT.
- Data validation checks for inputs, reviewed with stakeholders.
- API rate limits handled, documented in Confluence.

Constraints and Assumptions

- Constraints: Limited to 50 teams for MVP; AI scheduling deferred to 2025.
- Assumptions: HR database API stable by sprint 2; 95% of users have desktop access.

Sprint Planning Notes

The PRD was refined over five sprints:

- Sprint 1-2: Skill matching and notifications, Figma wireframes approved.
- Sprint 3-4: Dashboard and reports, tested with Power BI and SQL.
- Sprint 5: User permissions and UAT, incorporating HR feedback.