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# 1 Executive Summary

The purpose of Project Bloom is to modernise Tritek's career portal to match-up with current trends in project management and business analysis with the focus being on the administration staff. The portal revamp will allow the integration of latest cutting-edge features in the market ensuring the portal is user-friendly as well as interaction with the portal being seamless.

This document includes information on:

- Project Scope
- Business Drivers
- Current and proposed processes
- Functional & Non-Functional requirements

This document will define the approaches to be adopted and as a starting guide for our design solution.

# 2 Project Description

Tritek's career portal plays a major role in bridging the gap between the recruiters and prospective candidates. To this effect, Tritek as a leading consulting firm continuously strives to explore various modern technologies to ensure that the right jobs are made accessible to the appropriate candidates with the relevant skills within the Project Management and Business Analysis sector. The target market includes the professionals, career-changers as well as new entrants in the IT job market.

The purpose of this project is to revamp Tritek's career portal to be able to compete with the current trends in the Project Management and Business Analysis sector. This will equip the admin team with the relevant tools required to enable them to continuously exceed with an edge over their competitors in the market.

The current methodology being used in this project is Wagile as multiple sprints will be needed in the improvement process.

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# 3 Project Scope

## 3.1 In Scope

The following areas are in scope for this project:

- Revamp the existing career portal
- 8 Week Timeline from 23 January 2023 – 17 March 2023, with zero tolerance
- £40,000 Budget

## 3.2 Out of Scope

The following areas are out of scope for this project:

- Recruitment process
- Management of candidates post-short listing
- Candidate Shortlisting

# 4 Business Drivers

## 4.1 Process Automation

This includes the use of functionalities on the career portal to aid registration by the recruiters and candidates as well as the seamless interaction from the admin to the recruiters and candidates through the functionalities on the portal such as push notifications and web chat.

## 4.2 End-User Satisfaction

The features on the portal should enable recruiters employ high quality and skilled candidates in the Project Management and Business Analysis field. This will include a filtering functionality on the career portal using different key words such as location, job type, working pattern and remuneration, which will save time for both recruiters and candidates.

## 4.3 Continuous Improvement

Candidates' ability to secure a job will drive traffic and further promote Tritek's business strategies on a larger scale. The review feature on the career portal will allow for feedbacks from end-users which will stimulate continuous improvement opportunities.

# 5 Financial Statement

## 5.1 TIMESCALE

This project has duration of 8 weeks, and the summary of the project plan is outlined in the table below.

Start date: 23rd January 2023

End date: 17th March 2023

| Project Stage | Duration | Start | Finish | Budget (£) |
|---|---|---|---|---|
| Initiate | 11.5 days | 23/01/2023 | 07/02/2023 | 13,120 |
| Define | 8 days | 07/02/2023 | 17/02/2023 | 5,040 |
| Execute | 18 days | 17/02/2023 | 15/03/2023 | 17,080 |
| Close | 2.5 days | 15/03/2023 | 17/03/2023 | 3,960 |
| Total | | | | 40,000 |

## 5.2 COST

This project has a budget of £40,000 to work with throughout 8 weeks with no tolerance; the cost will be spread over the 4 stages of the project i.e initiate, define, execute and closure stage. The costing of this project includes Personnel Cost, Principal Cost and Maintenance Cost.

Personnel Cost: Project Team Cost (PM, DPM, PMO, BA Lead, DBA & BAs)

Principal Cost:   Developer and Designer Cost

                        Web Hosting Service Provider

                        Advance Testing Cost

                        SEO Cost

Option 1 – Do Nothing costing.

• None

Option 2 - Do Minimum costing.

| | |
|---|---|
| Personnel Cost | £20,000 |
| Principal Cost | £5,000 |
| **TOTAL COST** | **£25,000** |

Option 3: Do Something costing.

| | |
|---|---|
| Personnel Cost | £30,870 |
| Principal Cost | £6,130 |
| Maintenance Cost | £3,000 |
| **TOTAL COST** | **£40,000** |

Some benefits would include:

• Admin engagement with Recruiters and Candidates
• Ease of Communication
• Quick Support interfaces
• Strong Competitive market presence

# 5.3 INVESTMENT APPRAISAL

This appraisal focuses on the financial and economic viability of this project. Currently Tritek is not making any financial gain from the career portal because it is not being utilized.

This project will use the Return on Investment (ROI) method. The ROI is calculated as the average annual profit as a percentage of the initial investment.

Assumption post-project completion:

It is assumed that the current project will drive traffic to the career portal which will be converted to paying customers in the near future.

Assumption: the project will generate £150,000 return over 3 years

Hence, average annual profit - £50,000

Initial investment - £40,000

Return on investment = $\underline{\text{Average annual profit}}$ x 100

Initial investment

ROI = £50,000 x 100

£40,000

ROI = 125%

# 6 Functional Requirements

## 6.1 Priority

The MOSCOW technique has been applied to each criterion to reflect the project sponsor's requirements:

| Value | Rating | Description |
|-------|--------|-------------|
| M | MUST HAVE | This requirement is critical to the success of the project. The project will not be possible without this requirement. |
| S | SHOULD HAVE | This requirement is high priority, but the project can be implemented at a bare minimum without this requirement. |
| C | COULD HAVE | This requirement is somewhat important, as it provides some value, but the project can proceed without it. |
| W | WON'T HAVE | This requirement will not be implemented now but may be considered for the future. |

## 6.2 Requirements Category 1 (RQC)

| ID | Requirement | Priority | Source (Person) | Parent |
|---|---|---|---|---|
| FR01 | Manage User Registration | Must Have | Sponsor | Admin |
| FR02 | User Verification | Must Have | Sponsor | Admin |
| FR03 | Communication | Must Have | Sponsor | Admin |
| FR04 | Automated push notification | Must Have | Sponsor | Admin |
| FR05 | Portal Filtering | Must Have | Sponsor | Admin |
| FR06 | Reset Password | Must Have | Sponsor | Admin |
| FR07 | User Feedback | Must Have | Sponsor | Admin |
| FR08 | Access Control | Must Have | Sponsor | Admin |
| FR09 | Webchat | Must Have | Sponsor | Admin |

## 6.3 Requirement Category Analysis (RQA)

A comprehensive analysis of each requirement category and the various components within each category is available to view on the project Epic and User Story document

# 7 Non-Functional Requirements.

| ID | Requirement | Priority | Source (Person) | Parent |
|---|---|---|---|---|
| NFR01 | Security | Must Have | Sponsor | Admin |
| NFR02 | Scalability | Must Have | Sponsor | Admin |
| NFR03 | Usability | Must Have | Sponsor | Admin |
| NFR04 | Accessibility | Must Have | Sponsor | Admin |
| NFR05 | Adaptability | Must Have | Sponsor | Admin |
| NFR06 | Availability | Must Have | Sponsor | Admin |
| NFR07 | Cross Platform | Must Have | Sponsor | Admin |
| NFR08 | Speed of performance | Must Have | Sponsor | Admin |
| NFR09 | Maintainability | Must Have | Sponsor | Admin |
| NFR010 | GDPR Compliance/ Data Protection | Must Have | Sponsor | Admin |

# 8 Glossary

| Term | Explanation |
|------|-------------|
| NFR | Non-functional requirements |
| FR | Functional Requirements |
| RQC | Requirements Category |
| RQA | Requirement Category Analysis |
| BA | Business Analyst |
| | |
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| | |

# 9 References

| Name | Link |
|------|------|
| Epic and User Story Document | TBA |
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# 10 Appendix

## Functional Requirement

| FR ID | Req Name | Requirement Description | Rationale (Why) | Priority | Source (Person) | Parent |
|-------|----------|------------------------|-----------------|----------|-----------------|--------|
| FRO1 | Manage User Registration | This allows users gain access to the portal, i.e. How End users are registered onto the portal with different registration methods. | To enable the admin manage Registration and Login of End Users on the Site | Must have | Sponsor | Admin |
| FRO2 | User Verification | This function allows for the validation of end-users to avoid unauthorised user access Eg OTP and Email Confirmation. | To ensure end-users details are safe and secure. | Must have | Sponsor | Admin |
| FRO3 | Communication | This function permits communication across various channels such as emails, telephone etc. | To ease communication amongst users | Must have | Sponsor | Admin |
| FRO4 | Automated push notification | This function allows admin to get notifications on various activities of end- users such as vacancies posted by recruiters and shortlisted candidates. | This enables admin to get notified of preferred job roles, titles and location that recruiters have posted and candidates preferences. | Must have | Sponsor | Admin |
| FRO5 | Portal Filtering | This allows for Admin to sort information into categories according to search preferences. | This function enhances data filtration and promotes easy access for users via a dropdown option which states the job title, location, industry, style of work (hybrid, work from home ) and even salary range. | Must have | Sponsor | Admin |
| FRO6 | Reset Password | This function allows users to reset password. | This enables users to secure data and secure access to the system. | Must have | Sponsor | Admin |
| FRO7 | User Feedback | This allows admin to view experiences on the portal | This allows Admin to understand and monitor ratings and feedbacks. | Must Have | Sponsor | Admin |
| FRO8 | Access Control | This function controls admin access to information and resources. | This allows Admin to have different levels of authorisation. | Must have | Sponsor | Admin |
| FRO9 | Webchat | This allows the admin to have seamless interactions with end user. | This will improve seamless interaction between admin and end-users. | Must have | Sponsor | Admin |

## Non-Functional Requirement

| NFR ID | Req Name | Requirement Description | Rationale (Why) | Source (Person) | Priority | Parent |
|--------|----------|------------------------|-----------------|-----------------|----------|--------|
| NFR01 | Security | The platform would be secured and encrypted with minimum requirements so that it's protected from non-users, outside environment, cyber-attacks, fraudulent acts by ensuring only registered user have access to secured area with permission to gain access. | The platform and contents must be secured and protected from unexpected cyber attacks or disruption. | Sponsor | Must Have | Admin |
| NFR02 | Scalability | The platform would be able to adapt itself to increased usage or able to handle more data without delay or freezing out by optimizing the way storage is done and accessed. | The platform should function dynamically in size and content as users increases. | Sponsor | Must Have | Admin |
| NFR03 | Usability | User Friendly Interface and experience | This will encourage user experience/engagement | Sponsor | Must Have | Admin |
| NFR04 | Accessibility | This allow users access information on the portal with ease at no cost | This will ensure users have seamless interaction | Sponsor | Must Have | Admin |
| NFR05 | Adaptability | The website must be adaptive to all digital platform | This will ensure that the website is readily accessible across all portable devices like mobile phones and tablets | Sponsor | Must Have | Admin |
| NFR06 | Availability | The Portal must be active at all times | Users can acces the portal 24/7 | Sponsor | Must Have | Admin |
| NFR07 | Cross Platform | The Portal will be available and funcional on all platforms i.e. Windows, Mac, IOS, Android via a web Browser | It will be used on different platforms and operating systems as users access will | Sponsor | Must Have | Admin |
| NFR08 | Speed of performance | The platform should have a fast processing time to enhance the admin and end users perform task with ease on the platform. | This will ensure the website performance at optimal capacity | Sponsor | Must Have | Admin |
| NFR09 | Maintainability | The website should have the feature that allows for future upgrade plans, servicing, problem investigation and correction. | This will ensure website is up to date with latest software and any future problem are dealt with accordingly. | Sponsor | Must Have | Admin |
| NFR10 | GDPR Compliance/ Data Protection | The portal must comply to the Data Protection Act | To ensure the personal data of Client are protected and compliant with EU legislation. The portal will retain all data, information, documentation for two or three years and data would be recoverable. Backup would be done in a protected server or cloud storage. | Sponsor | Must Have | Admin |