**Project: Digitalization of the Know Your Employee (KYE) Process**

# Requirements Traceability Matrix (RTM) – KYE Digitalization

RTM ensures full alignment between business needs, system capabilities, user stories, and test coverage. It provides end-to-end visibility across the requirements lifecycle.

| Business Requirement (BR) | Functional Requirement (FR) | User Story (US) | Test Case (TC) |
|---|---|---|---|
| **BR1** Establish a centralized repository of KYE records to improve compliance readiness. | **FR1** Provide online KYE form. **FR6** Store approved forms in DMS. | **US1** Employee login. **US2** Submit KYE form online. | **TC1** Verify employee can log in and access form. **TC2** Verify approved forms are stored in DMS. |
| **BR2** Reduce incomplete/incorrect submissions through validation rules. | **FR2** Enforce mandatory fields and format checks. | **US4** System validates input. | **TC3** Verify blank mandatory fields trigger error. **TC4** Verify invalid email/phone blocks submit. |
| **BR3** Improve audit responsiveness with rapid retrieval of records. | **FR7** Provide search and retrieval capability. | **US10** Compliance officer retrieves KYE records instantly. | **TC5** Verify search returns results within seconds. **TC6** Verify records exportable to PDF/Excel. |
| **BR4** Reduce HR administrative workload via digital workflow. | **FR3** Route submissions for HR review. **FR4** Allow HR to return forms. | **US7** HR reviews submissions. **US8** HR approves/returns with comments. **US9** HR attaches notes. | **TC7** Verify HR can approve a submission. **TC8** Verify HR can return with comments. |
| **BR5** Ensure scalability and readiness for future HR process automation. | **FR5** Auto-update HRIS after approval. **FR8** Generate compliance reports. | **US5** System updates HRIS post-approval. **US11** Compliance reports generated. **US12** Track submissions by dept. | **TC9** Verify approved forms update HRIS. **TC10** Verify compliance report shows completion rates. |