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| Recruitment Boutique |
| Project Vision Document | |
| **Version 1.0** | |
| 10/9/2018 | |

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# Introduction

This document provides an overall project description, specific requirements, Provide JC Consulting a hiring flow management, reconciling the best candidate with each open position.

## Purpose

This document outlines the vision for the Recruitment Boutique. The purpose of this document is to:

* Identify and agree on the problem faced by end users and the effects of these problems on productivity and efficiency;
* Gather and describe requirements for recruitment flow;
* Propose a solution (process and documents flow);
* Identify stakeholders and users.

## Scope

The scope of this project is to create the recruitment process for JC Consulting, specifying the document flow, feedback and quality assurance tools.

### In Scope

The web site to interface candidates and clients, process flow, documents format

### Out of Scope

* The AI for the evaluating process;
* The QA forms;
* Integration with existing platforms.

## Definitions, Acronyms, and Abbreviations

AI – Artificial Intelligence

QA – Quality Assurance

Clients – All companies able to post an open position

## References

| Reference File Name | Version | Description |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Positioning

## Business Opportunity

With this project JC Consulting will be able to improve its services of candidate allocation, implement an efficient process, and maximize allocation processes.

## Problem Statement

|  |  |
| --- | --- |
| The Problem of | No exist process for allocation resources |
| affects | Clients, Intake department, Evaluation department, Allocation department, Deployment department, Support department |
| the impact of which is | Inefficient process flow and resource allocation |
| a successful solution would be | A process that enable users to:   * Submit open job positions from a web browser * Edit job positions requests * Validate the job position posted by a client * Track job position requests * Write the description of the job position required * Send to the client the candidates to each position * Track the approval for the candidate of the position * Record the candidate allocated to the position * Send form to evaluate the candidate to each position * Run reports from each step of the process |

Table 1 Problem Statement

## Product Position Statement

|  |  |
| --- | --- |
| For | JC Consulting Employees |
| Who | needs a work flow process |
| The Recruitment Boutique | is a process flow |
| That | helps to control the matching between the best candidates with the right positions |
| Unlike | currently available systems, that only display candidates and position, with no flow control |
| Our product | provide users monitors end-to-end process, indicating status at each step, speeding up the filling of each position |

Table 2 Product Position Statement

# Stakeholder and User Descriptions

## Stakeholder Summary

|  |  |  |
| --- | --- | --- |
| Name | Represent | Project Role |
| Tyler Krimmel | Works with JC Consulting and stakeholders to translate needs into requirements | Sponsor  Specifies domain, non-functional, and functional requirements. Refines requirements as needed. |
| Clients | All the JC Consulting clients | Indicates job position open |
| Evaluate Department | Evaluate team | Specifies requirements for job positions, approve positions posted by clients |
| Allocate Department | Allocate team | Specifies the criteria to allocate a candidate to a position, contact clients to present candidates |
| Deployment Department | Deployment team | Assign the candidate to a position, gives feed back to the candidate |
| Support Department | Quality Assurance team | Conduce satisfaction research with the company |

Table 3 Stakeholder Summary

## User Summary

| User Name | Description | Responsibilities | Stakeholder |
| --- | --- | --- | --- |
| Clients | All clients able to input a job position | Responsible por input a job description to be approved or a requirement to a position | Tyler Krimmel |
| Evaluate Department | Team that approves the job position | Responsible to evaluate the job description and a position or approve the post of position | Tyler Krimmel |
| Allocate Department | Team that allocate the candidate | Responsible to approve the candidates | Tyler Krimmel |
| Deployment Department | Team that do the interface with candidate and clients | Responsible to allocate the candidate to the job position, interact with clients to approve the candidate | Tyler Krimmel |
| Support Department | QA team | Responsible to perform quality assurance with the company, regardless to the candidate | Tyler Krimmel |

Table 4 User Summary

# Stakeholder Requirements

| ID | Requirement | Stakeholder |
| --- | --- | --- |
| 01 | A friendly interface | Clients |
| 02 | Feedback about the posted position | Clients |
| 03 | Friendly interface to post job positions | Evaluating Department |
| 04 | Friendly tool allocates the candidate to a position | Allocate Department |
| 05 | Friendly workflow visibility | Tyler |
| 06 | Friendly interface to send form to the client and compilate results | Support Department |

Table 5 Stakeholder Requirements

# System Features

| ID | Feature | Stakeholder Requirement ID |
| --- | --- | --- |
| 01 | Access Control Based on Participant Responsibilities | 05 |
| 02 | Option to Pre-Fill Forms | 03 |
| 03 | Representation of Task Status | 05 |
| 04 | Reporting: Easy to emit reports and track your KPI | 06 |
| 05 | Transparency: Easily find the information you need, when you need it | 04 |
| 06 | SLA Status Indicators | 05 |
| 07 | Graphical Representation | 05 |
| 08 | Reassigning Users | 06 |
| 09 | Email Notifications | 05 |

Table 6 System Features

# Assumptions

The following assumptions were made in preparing the Vision Document:

* The Vision Document may change as new information and issues are revealed
* It is assumed that the user is familiar with an internet browser and familiar with handling the keyboard and mouse.
* Failure to identify changes to draft deliverables within the time specified in the project timeline will result in project delays
* Since the application is a web-based application there is a need for the internet browser. It will be assumed that the users will possess decent internet connectivity.

# Constraints

# Browser Compatibility:

* + System should be web-based.

# Technical:

* + Any restriction in technologies choices?
  + Any restriction for new technologies?

# System:

* + Which operating systems and environments must be supported?

# Resources:

* + Availability of the resources;
  + Technical knowledge of the resource.

# Schedule:

* + 8 months;

# Quality:

* + JC Consulting approval;