**Business & Technical Requirements Specification Document**

**Project:** Mobile-Based Human Resource Information System (MoHRIS)  
**1. Introduction**

**1.1 Purpose**

This document defines the business and technical requirements for the MoHRIS project. It aims to align stakeholder needs with technical specifications to guide design, development, testing, and deployment phases.

**1.2 Scope**

MoHRIS is a mobile-enabled HRIS platform integrating biometric attendance, leave management, and reporting functionalities to enhance employee experience and HR operational efficiency.

**1.3 Definitions, Acronyms, and Abbreviations**

* **HRIS:** Human Resource Information System
* **MoHRIS:** Mobile-Based HRIS
* **BR:** Business Requirement
* **TR:** Technical Requirement
* **UAT:** User Acceptance Testing

**2. Business Requirements**

| **ID** | **Description** | **Priority** | **Acceptance Criteria** | **Traceability (Use Case/Test Case)** |
| --- | --- | --- | --- | --- |
| BR-01 | Enable employees to submit leave requests via mobile app | High | Leave request successfully submitted and stored | UC-01 / TC-01 |
| BR-02 | Allow biometric clock-in and clock-out for attendance | High | Attendance logged within 5 seconds of scan | UC-02 / TC-02 |
| BR-03 | Provide managers with ability to approve or reject leave | High | Manager can approve/reject leave via mobile app | UC-03 / TC-03 |
| BR-04 | Generate monthly reports on attendance and leave | Medium | Reports accurate, downloadable in PDF and Excel | UC-04 / TC-04 |
| BR-05 | Comply with Kenya Data Protection Act on employee data | High | Data encrypted and privacy policies enforced | NFR-01 / TC-10 |

**3. Technical Requirements**

| **ID** | **Description** | **Priority** | **Acceptance Criteria** | **Traceability (Business Req/Test Case)** |
| --- | --- | --- | --- | --- |
| TR-01 | Mobile app compatible with Android 8.0+ and iOS 13+ | High | App installs and operates on supported devices | BR-01, BR-02 / TC-01, TC-02 |
| TR-02 | Use AES-256 encryption for biometric and personal data | High | Data encrypted at rest and in transit | NFR-01 / TC-10 |
| TR-03 | Support 100 concurrent mobile users | Medium | Stress test confirms stable performance at scale | NFR-02 / TC-05 |
| TR-04 | Integrate with existing payroll system via secure REST APIs | High | Data synchronizes accurately between HRIS and payroll | BR-04 / TC-07 |
| TR-05 | Provide offline data capture with automatic sync on reconnection | Medium | Data collected offline syncs within 5 minutes of reconnection | BR-02 / TC-08 |

**4. Traceability Matrix (Sample)**

| **Req ID** | **Description** | **Design Ref** | **Test Case ID** |
| --- | --- | --- | --- |
| BR-01 | Leave request submission | DD-001 | TC-01 |
| BR-02 | Biometric clock-in/out | DD-002 | TC-02 |
| TR-02 | AES-256 encryption | DD-005 | TC-10 |

**5. Assumptions & Constraints**

* Users have access to compatible mobile devices.
* Network connectivity may be intermittent; offline mode is required.
* Payroll system API availability and stability are guaranteed.
* Compliance with local labor laws and data protection regulations is mandatory.

**6. Approval**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Mary Wambui | Project Sponsor | [Signature] | Aug 2, 2025 |
| James Okello | Senior Project Manager | [Signature] | Aug 2, 2025 |
| Sharon Githinji | Technical Lead | [Signature] | Aug 2, 2025 |