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LocalITHIRE.com

Resume Portal

**Business Requirement Document (BRD)**

Project/Initiative

Company Information

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# Document Revisions

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Comments** | **Version** |
| **Tonya Stewart** | **04/06/2020** | **Made changes to BRD according to Developer Stakeholders request** | **1.2** |
| **Haley Burris** | **03/03/2020** |  |  |
| **Kaleb Langmeyer** | **03/03/2020** |  |  |
| **Peggy Anthony** | **03/03/2020** |  |  |
| **Uma Vellaturi** | **03/03/2020** |  |  |
|  |  |  |  |
|  |  |  |  |

# Approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Signature** | **Date** |
| Project Sponsor |  |  |  |  |
| Business Owner |  |  |  |  |
| Project Manager |  |  |  |  |
| System Architect |  |  |  |  |
| Development Lead |  |  |  |  |
| User Experience Lead |  |  |  |  |
| Quality Lead |  |  |  |  |
| Content Lead |  |  |  |  |

# Introduction

## Project Summary

### Objectives

*[These should describe the overall goal in developing the product, high level descriptions of what the product will do, how they are aligned to business objectives, and the requirements for interaction with other systems.]*

* Allow Employers to Login and view Resumes of Goodwill students
* Allow Employers to Post Jobs
* Allow Employees / students to upload resumes
* Allow Employees/ students to search for Jobs

### Background

*Currently students who have completed the training do not have a centralized system where they can upload the resumes and can be viewed by the Companies looking for the required skill set. This application would allow the student to upload their resumes and the potential employer view the resume, thus streamlining the hiring process.*

#### Business Drivers

* Employers can have easy access to the resources available
* Creating a Database of available student skill set

## Project Scope

The scope of the project is to create a resume portal for current and previous Goodwill University students to upload resumes and search for job opportunities**.** We hope to facilitate networking opportunities between employees and employers through enhancing Goodwill’s job placement system. This will streamline the IT placement process in order to help fulfill the needs of businesses and residents in Charlotte and surrounding Communities.

### In Scope Functionality

* Employer can search Resume by
  + Role
  + Skill Set
  + City
* Ability to create an account by both Employer / Employee
* Employee Search Jobs by Role

### Out of Scope Functionality (phase 2)

* Create Resume Templates
* Employee can fill in the Templates and Upload/download

## System Perspective

*[Provide a complete description of the factors that could prevent successful implementation or accelerate the projects, particularly factors related to legal and regulatory compliance, existing technical or operational limitations in the environment, and budget/resource constraints.]*

### Assumptions

* Development will be completed within the given Timeline (Refer to Project Schedule)
* Test data can be created / Provided by Development team

### Constraints

* Hosting on single Server
* Hosting on common Database

### Risks

* Development not completed on time it may delay testing timelines
* Hosting on Single Server / DB has to be planned early during the project initiation.

### Issues

* N/A

# Business Process Overview

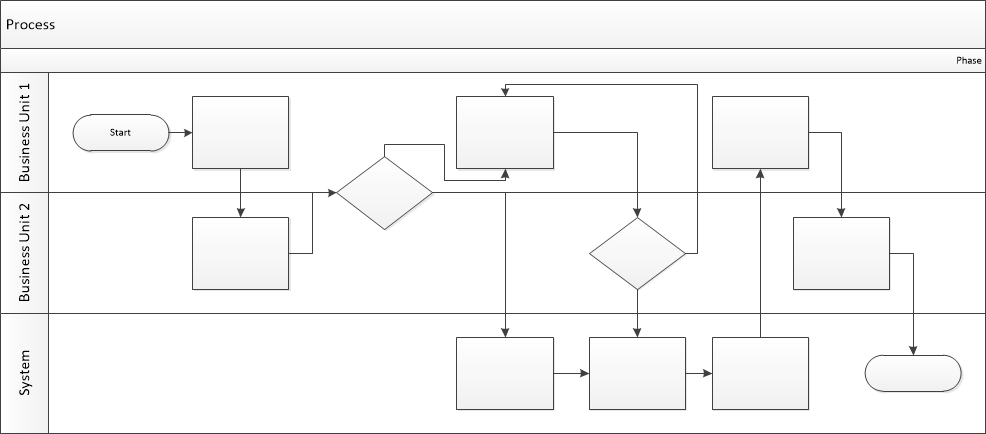
*Currently no system is in place where the Employers can view / access Student Resumes/ Portfolios*

## Current Business Process (As-Is)

1. Currently no system is in place where the Employers can view / access Student Resumes/ Portfolios
2. Currently no system is in place where students can upload / share their Resumes upon completion of the course.

## Proposed Business Process (To-Be)

1. Employers will have access to a centralized database where he/she can search for resources based upon Role, Skill set and Location.
2. Employee / Student will have an ability to upload and share their resumes to companies upon completion of the course.
3. Employers can post the Jobs
4. Employees/Students can view the Jobs



# Business Requirements

*[The specific business requirements elicited from stakeholders should be listed, categorized by both priority and area of functionality to smooth the process of reading and tracking them. Include links to use case documentation, and other key reference material as needed to make the requirements as complete and understandable as possible. You may wish to incorporate the functional and non-functional requirements into a traceability matrix that can be followed throughout the project.]*

The requirements in this document are prioritized as follows:

|  |  |  |
| --- | --- | --- |
| **Value** | **Rating** | **Description** |
| 1 | Critical | This requirement is critical to the success of the project. The project will not be possible without this requirement. |
| 2 | High | This requirement is high priority, but the project can be implemented at a bare minimum without this requirement. |
| 3 | Medium | This requirement is somewhat important, as it provides some value but the project can proceed without it. |
| 4 | Low | This is a low priority requirement, or a “nice to have” feature, if time and cost allow it. |
| 5 | Future | This requirement is out of scope for this project, and has been included here for a possible future release. |

## Functional Requirements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Req#** | **Priority** | **Description** | **Rationale** | **Use Case Reference** | **Impacted Stakeholders** |
| **General / Base Functionality**  **Home Page** | | | | | |
| FR-H-001 | 1 | The home page should display contents such as vision statement  -Centralized Framework for all your IT needs found in the Heart of Charlotte  -Giving back to the community onboarding IT resources from the community  -Goodwill in partnership with Carolina Softech is making a difference by providing IT Talent to the community  -Hire people within the region and get the work done for your project!!! | The Vision Statement is to convey the message to the companies, encouraging them to hire resources from the Community. |  | Development teams  Infrastructure engineers |
| FR-H-002 | 1 | The home page displays tabs such as: **Home || Search || Our Story ||Resume Templates || Register [ Dropdown menu : Sign up / Sign in] || Contact Us .** | Tabs to make selection from Home Page |  |  |
| FR-H-003 | 1 | The home page should display images  -We proposed that we wanted to use images of ourselves by using the Goodwill Resource center for background to take pictures of ourselves professional instead of using images from Google  Risk: Due to the coronavirus will this be cleared up before the deployment of our portal (Developers will use existing photos) |  |  |  |
| FR-H-004 |  | The home page should display a LOGO |  |  |  |
| **Employer Search Page** | | | | | |
| FR-S-001 | 1 | The user (Employer) should be able to search by ROLE /SKILL SET. |  |  |  |
| FR-S-002 | 1 | The user (Employer) should be able to search by City|State |  |  |  |
| FR-S-003 | 1 | The existing user (Employer) should be able to sign in using his/her userID and password credentials. |  |  |  |
| FR-S-004 | 1 | The user (Employer) should be able to create an account by filling out the sign-up fields.  (Developers will choose the requirements for email restriction, password restriction) | The user (Employer) should be able to create an employer account by filling out the sign-up fields. |  |  |
| FR-S-005 |  | The user (Employer) should be able to provide the title, description, Salary and location of the job on the POST THE JOB page and should be able to submit successfully. |  |  |  |
| **Employee / Student Search Page** | | | | | |
|  |  |  |  |  |  |
| FR-SS-001 | 1 | The user (Employee) should be able to search by ROLE /SKILL SET. |  |  |  |
| FR-SS-002 |  | The user (Employee) should be able to search by CITY |  |  |  |
| FR-SS-003 |  | The existing user (Employee) should be able to sign in using his/her userID and password credentials.  FR SS- 3.1 **Unregistered User** (Employee) should be able to create a goodwill employee account by filling out the sign-up fields.  FR SS- 3.2 **Registered User** (Employee) should be able to successfully upload his or resume using upload options from local computers |  |  |  |
| **Employer Search Results page** | | | |  |  |
| FR-SS-004 |  | Employers should be able to get the requested pages successfully. |  |  |  |
| **The “Our Story” tab on the home page** | | | | | |
| FR-US-001 | 1 | When you click on the “Our Story” tab on the goodwill opportunities portal main page, it should be opened successfully. | Content |  |  |
| **Register** | | | | |  |
| FR-R001 | 1 | **Sign Up:**  Sign Up/Page to Register - This function is for the unregistered employees and employers to create a login to become a user.  Name  Company Name  City and State  Phone Number  Email Address  Required Skill Set - Text box  Submit Button |  |  |  |
| FR-R002 |  | **Sign In** :  F.R001. The Sign In tab on the home page should contain a dropdown menu consisting of employer and employee.  F.R002 The employer and employee links in the dropdown menu should take you to the employer and employee Sign In page.  F.R003 The employer and employee sign in page should include a forgot password or ID tab, the user can reset password or user ID if they forget both to sign in to their account.  Delivers will implement their own version of this |  |  |  |
| **Contact us :** | | | | |  |
| FR-C001 |  | The contact us tab will take you to a page that displays the contact information. |  |  |  |
| FR-C002 |  | The Contact us page should display the contact content as well as a comment message box for people to enter their contact information in order to be contacted by a Goodwill University representative. |  |  |  |
|  |  |  |  |  |  |
| **Resume Templates Page : ( Phase2 )** | | | | | |
| FR-RT001 | 1 | The Resume Templates Page should display three resume templates  The User should be able to select and customize each of the three resume templates.  -Resume Templates (TBD) | Phase 2 |  |  |
| FR-RT002 |  | The User should be able to download customized Resume Template in word or pdf document.  The User should be able to print customized Resume Templates. | Phase 2 |  |  |

## Non-Functional Requirements

*[Include technical and operational requirements that are not specific to a function. This typically includes requirements such as processing time, concurrent users, availability, etc.]*

|  |  |
| --- | --- |
| **ID** | **Requirement** |
| NFR-001 | The WINS repository shall accommodate up to 100 users concurrently. |
| NFR-002 | The WINS repository shall be designated at Level 2 for availability and SLA purposes. |
| NFR-003 |  |
| NFR-004 |  |
| NFR-005 |  |

# Appendices

## List of Acronyms

*[If needed, create a list of acronyms used throughout the BRD document to aid in comprehension.]*

## Glossary of Terms

*[If needed, identify and define any terms that may be unfamiliar to readers, including terms that are unique to the organization, the technology to be employed, or the standards in use.]*

## Related Documents

*[Provide a list of documents or web pages, including links, which are referenced in the BRD.]*

|  |  |
| --- | --- |
| Project Name: Goodwill Resume Portal  Project Charter | Project Manager: Tonya Stewart |
| Project Sponsor: Goodwill | **Project Team Lead:** Haley Burris |
| Date of Project Approved: 02/20/20 | **Last Revision Date:** 3/10/20 |
| Team Members: Kalen Langmeyer  Uma Vellaturi  Peggy Anthony |  |
|  |
| Project Description:  A user-friendly resume portal that allows both end users to easily operate the functionalities of the web application such as the employee’s being able to create an account to upload resumes and apply for job opportunities. Also, employers can post jobs and contact potential candidate who they feel best fits their needs. This project will allow residents of Charlotte and surrounding areas to showcase their expertise in IT so that more people in the area are likely to be chosen for the opportunity.  Project Scope:  The scope of the project is to create a resume portal for current and previous Goodwill University students to upload resumes and search for job opportunities. We hope to facilitate networking opportunities between employees and employers through enhancing Goodwill’s job placement system. This will streamline IT placement process in order to help fulfill the needs of businesses and residents in Charlotte and surrounding Communities.  Constraints:  Time: 1 ½ month  Budget: 4 Testers + 2 Developers + 2 SQL  Scope:  Quality: Prioritize time & Budget over quality  Project Deliverables:   1. Generate consolidated project status report 2. Test plans/ Test cases   Risks:   1. The home page should display contents such as vision statement (TBD).   (What will be our vision statement)   1. The home page should display images (TBD).   (What kind of images will we portray)   1. The home page should display a LOGO (TBD). 2. (Do we need to create a logo or use an existing one?) 3. When you click on the “Our Story” tab on the goodwill opportunities portal main page it should be opened successfully. Content ( TBD)   (What stories we need to share or how would we upload the stories)   1. The User should be able to select and customize each of the three resume templates.   -Resume Templates (TBD)  (How should the templates look?)   1. The contact us tab will take you to a page that displays the Goodwill University’s contact information.(TBD)   (What contact information will we be using?)  Milestones:   |  |  |  | | --- | --- | --- | | Milestone | Target Completion Date | Actual Date | | Define, analysis, and writes the business requirements | 03/04/2020 | 03/11/2020 | | BRD approval | 03/12/2020 |  | | SQL Creates the table | 03/14/2020 |  | | Developers starts with the coding | 03/14/2020 |  | | Testing/Test plans | 04/06-04/20 |  | | Go Live | 04/21 |  |   Assumptions and Dependencies:   1. We assume that project will be delivered on time based on the project schedule, which may soon adjust. 2. Test data can be created / Provided by Development team | |