BUSINESS REQUIREMENTS DOCUMENT (BRD)

Project Name:-

Automated Interview Scheduling System (AISS)

Document Control:-

- **Document Version:** 1.0
- **Date:** October 24th 2025
- **Author:** Dev Mohan Sharma

0.0 DOCUMENT CONTROL

Version	Date	Author	Change Description
0.1	20-Oct-2025	Dev Mohan Sharma	Initial Draft
1.0	24-Oct-2025	Dev Mohan Sharma	Final Baseline (Includes Data Analysis)

1.0 ACRONYMS & DEFINITIONS

Term	Definition
ATS	Applicant Tracking System
BRD	Business Requirements Document
HR	Human Resources
LPA	Lakhs Per Annum
ROI	Return on Investment
SQL	Structured Query Language
TAT	Turn-Around-Time

2.0 DATA DISCOVERY & PROBLEM ANALYSIS

Prior to drafting this BRD, a data discovery exercise was conducted using SQL on the historical recruitment database to quantify interview scheduling delays.

2.1 SQL Query Analysis

The following query was executed to identify the average scheduling delay by department:

```
-- Objective: Calculate Avg Time-to-Schedule per Department
SELECT
department,
  AVG(DATEDIFF(interview_date, application_date)) AS Avg_Days_To_Schedule
FROM
  Recruitment_Data
GROUP BY
  department;
```

2.2 Analysis Results

Department	Avg_Days_To_Schedule
Engineering	7 Days
Sales	4 Days
Human Resources	1 Day

Key Insight:
The Engineering department experiences an average scheduling latency of **7 days**, correlating with a **15% higher candidate drop-off rate** compared to other departments. This document proposes automation to address this inefficiency.

3.0 EXECUTIVE SUMMARY

The Talent Acquisition (TA) department currently relies on a manual, email-based process to coordinate interviews. As identified during the data discovery phase, this results in excessive Time-to-Schedule for critical technical roles. The Automated Interview Scheduling System (AISS) will integrate with existing ATS and calendar tools to automate coordination, reduce administrative overhead, and significantly improve candidate experience.

4.0 PROJECT OBJECTIVES

- Reduce TAT: Decrease scheduling time from shortlist to interview confirmation from **7+ days to under 24 hours**.
- Increase Productivity: Reduce manual administrative tasks by **70%**, allowing recruiters to focus on strategic activities.
- Eliminate No-Shows: Implement automated **Email, SMS, and WhatsApp reminders**.
- 24/7 Availability: Enable candidates to self-schedule interviews beyond standard IST business hours.

5.0 PROJECT SCOPE

In Scope

- Integration with MS Outlook and Google Calendar.
- Integration with existing ATS for real-time status updates.
- Scheduling for lateral hiring (Tech and Non-Tech, 1-on-1 interviews).
- Automated notifications via Email and SMS/WhatsApp.

Out of Scope

- Mass hiring or campus recruitment drives.
- International candidate interview logistics (Visa/Travel).
- Panel interviews (3+ interviewers) – planned for Phase 2.

6.0 BUSINESS REQUIREMENTS

- **BR-001:** System must identify mutual availability between Candidate, Recruiter, and Hiring Manager in real time.
- **BR-002:** System must send a unique, time-bound booking link immediately upon ATS status change.
- **BR-003:** System must auto-generate calendar invites with video conference links (Zoom/Teams).
- **BR-004:** System must enforce buffer-time rules to prevent back-to-back interviews.
- **BR-005:** System must allow blackout dates for Delivery Heads.
- **BR-006:** All scheduling activity must sync back to the ATS for audit purposes.

7.0 KEY STAKEHOLDERS

Stakeholder	Role	Interest
TA Lead	Project Sponsor	Reduce Time-to-Fill and meet hiring targets
Delivery Managers	User	Calendar control and conflict avoidance
Candidates	External User	Seamless, mobile-friendly scheduling experience
HRIS / IT Team	Technical Support	Data security and system integration
Finance	Approver	ROI evaluation vs subscription cost

8.0 PROJECT CONSTRAINTS

- **Budget:** Annual licensing must not exceed **₹18,00,000**.
- **Timeline:** Pilot must launch before Q4 appraisal cycle.
- **Data Security:** Tool must be **GDPR compliant** and **ISO 27001 certified**.
- **Technical:** Must integrate with legacy email systems if Outlook migration is delayed.

9.0 COST-BENEFIT ANALYSIS

Costs (Estimated – Year 1)

- Software Subscription: ₹15,00,000 / year
- Implementation & Training: ₹3,00,000 (One-time)
- **Total Cost:** ₹18,00,000

Benefits (Projected Annual Savings)

Man-Hour Savings: - 15 Recruiters × 8 hours/week = 6,000 hours/year - Avg Cost per hour: ₹500 - **Total Savings:** ₹30,00,000

Revenue Impact: - 20 roles filled 1 week earlier - Avg Bill Rate: ₹6,000/day - **Savings:** ₹8,40,000

Total Quantified Benefit: ₹38,40,000
Net Benefit (Year 1): +₹20,40,000

Conclusion:
With an ROI exceeding **100% in Year 1**, the project is financially viable and recommended for immediate implementation.

10.0 PROCESS FLOW DIAGRAMS

Image 1: As-Is Process (Current State)

Key Pain Point: Feedback loop resets scheduling on candidate rejection.

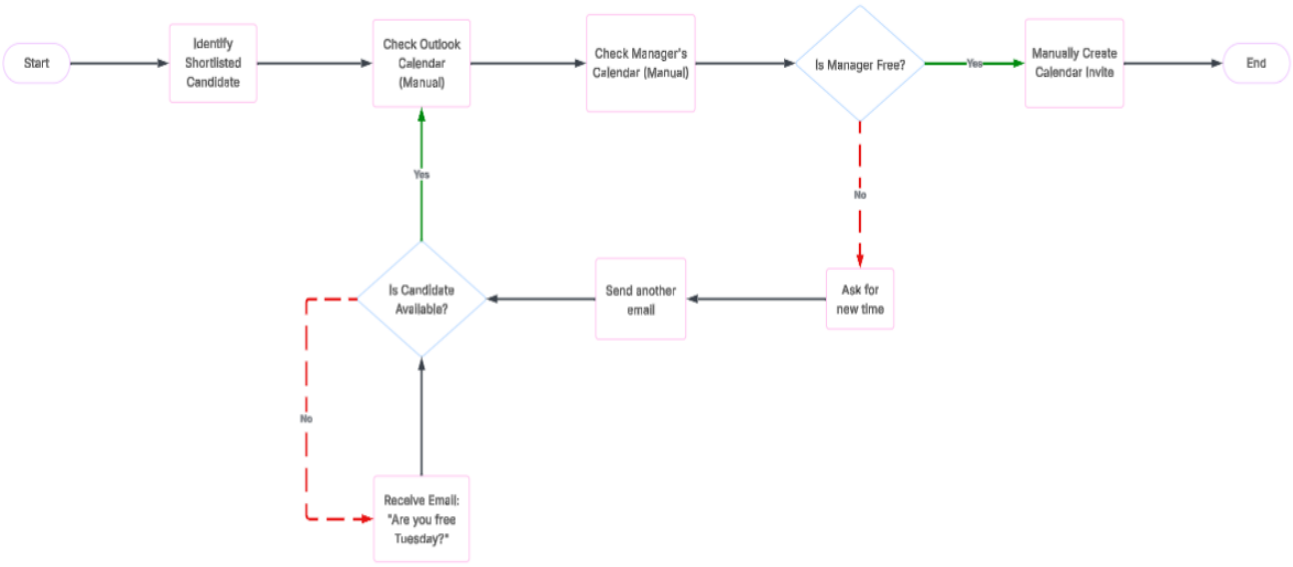
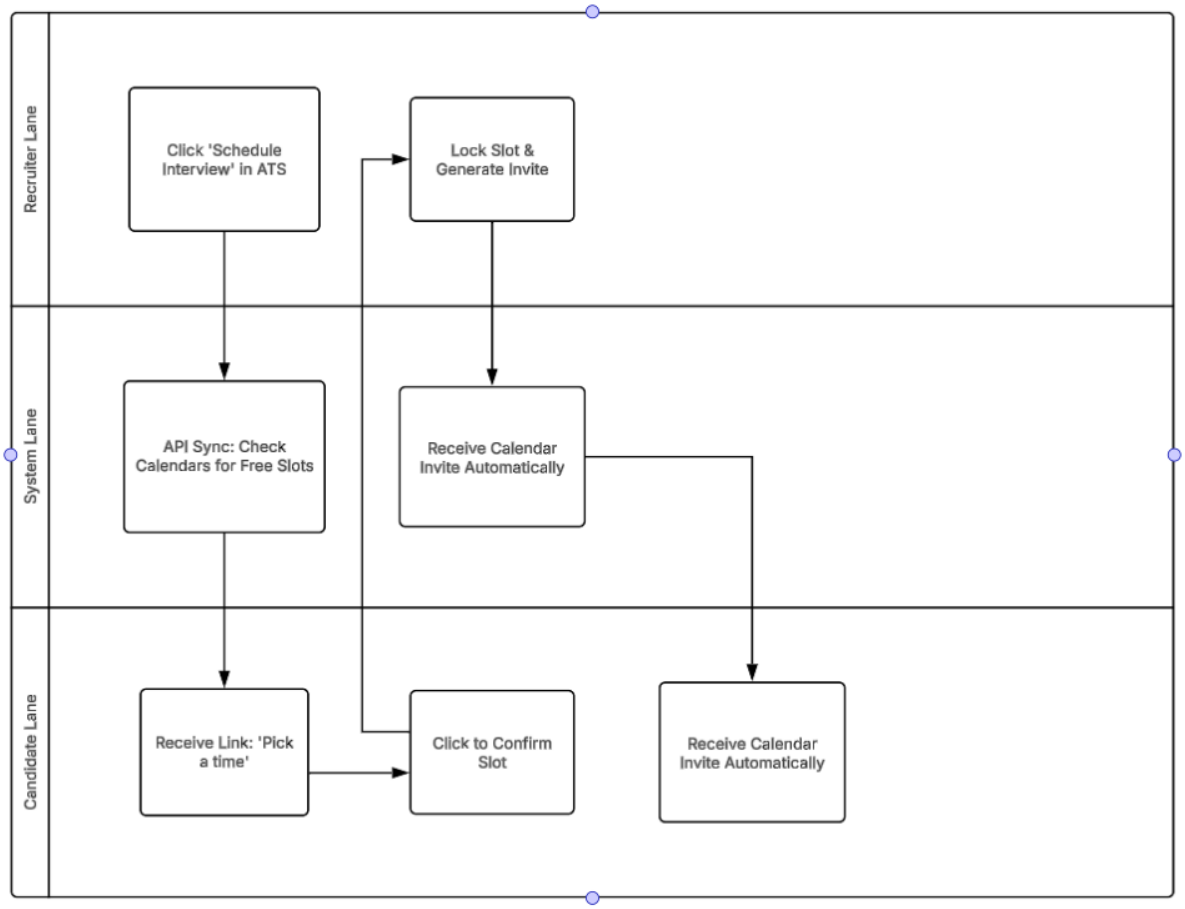


Image 2: To-Be Process (Future State)

Key Improvement: Linear flow with zero manual bottlenecks.



11.0 REQUIREMENTS TRACEABILITY MATRIX (RTM)

BR ID	FR ID	Description
BR-001	FR-01	Calendar API availability check
BR-002	FR-03	Unique booking URL generation
BR-003	FR-04	Automated calendars invite via SMTP
BR-004	FR-02	Buffer-time enforcement logic
BR-005	FR-05	Blackout date configuration
BR-006	FR-06	ATS audit log with JSON payload