Business Requirements Document (BRD)

Project Name: Employee Onboarding Process Optimization

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Date: 05/20/2025

1. Executive Summary

This project aims to streamline the onboarding process for new employees in order to reduce processing time, ensure compliance, and enhance employee experience. The system will integrate with HR, IT, and compliance teams to automate key tasks.

2. Version Control

Version	Date	Author	Description
1.0	05/20/2025	Jamie Christian II	Initial draft completed
1.1	05/21/2025	Jamie Christian II	Table formatting and styling enhancements
1.2	05/21/2025	Jamie Christian II	Finalized version for portfolio use and LinkedIn upload

3. Business Objectives

1. Automate onboarding steps to reduce manual work.
2. Enable role-based system access provisioning.
3. Ensure compliance with healthcare regulations and policies.
4. Improve new hire satisfaction and engagement.

4. Stakeholders

Name	Role	Department	Responsibility
Jane Doe	HR Manager	Human Resources	Approves requirements & final workflow
John Smith	IT Administrator	IT	Technical validation & system access
Maria Perez	Compliance Officer	Legal/Compliance	Ensures regulation compliance
Lisa Chen	New Hire	End-User	Provides onboarding Experience feedback

5. Scope

In-Scope:
- Automated welcome email generation
- Laptop and software provisioning
- Account creation for HR systems
- Background check and documentation uploads

Out-of-Scope:
- Offboarding processes
- External training platforms

6. Functional Requirements

ID	Requirement Description	Priority	Source
FR1	System shall send automated welcome email upon offer acceptance	High	HR Interviews
FR2	System shall auto-create Active Directory accounts	High	IT
FR3	User shall upload personal documents via onboarding portal	Medium	New Hire
FR4	Manager shall track onboarding progress in dashboard	High	HR

7. Non-Functional Requirements

1. System must have 99.9% uptime.
2. Onboarding portal must be mobile-responsive.
3. All data transmissions must be encrypted.

8. Assumptions

1. All users will have access to company email.
2. HR and IT teams are available during onboarding periods.

9. Constraints

1. Project budget limited to $50,000.
2. Must integrate with existing HRMS (e.g., Workday).

10.Approval Signatures

Name	Title	Signature	Date
Jane Doe	HR Manager	_____	MM/DD/YYYY
John Smith	IT Administrator	_____	MM/DD/YYYY