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| **Date** |  |  |  |

**Interview Scheduling Management**

**System**

**Business Requirements Document**

**V1.0**

**Table of Contents**

[**1.0** **Introduction** **3**](#_Toc40508)

[**1.1** **Purpose of this document** **3**](#_Toc40509)

[**1.2** **Project Overview** **3**](#_Toc40510)

[1.2.1 Objectives 3](#_Toc40511)

[**1.3** **Intended Audience** **3**](#_Toc40512)

[**2.0** **Process Architecture** **4**](#_Toc40513)

[**3.0** **High Level Business Requirements** **4**](#_Toc40514)

[**4.0** **Detailed Business Requirements** **5**](#_Toc40515)

[**4.1** **Functional Requirements** **5**](#_Toc40516)

[**5.0** **References** **10**](#_Toc40517)

[**5.1** **Mode of Interview:** **10**](#_Toc40518)

[**5.2** **Interview Observation:** **10**](#_Toc40519)

[**5.3** **DEGREE\_ MASTERS** **10**](#_Toc40520)

[**5.4** **DOMAIN\_MASTERS** **11**](#_Toc40521)

[**5.5** **EMPLOYEE\_MASTER** **11**](#_Toc40522)

[**6.0** **Terms and conditions** **11**](#_Toc40523)

[**7.0** **Change Log** **12**](#_Toc40524)

# 1.0 Introduction

## 1.1 Purpose of this document

This document is aimed at:

* Providing the necessary inputs to the detailed requirements gathering phase and further on for the SDLC processes.
* This document also serves to establish the traceability between the Business Objectives and the requirements identified in the proposed solution and how they satisfy the stated objectives.
* Provide expectation traceability in terms of the requirements and the user expectation
* Serves as a formal template for documenting the Business Requirements which also includes statutory and regulatory requirements.

The purpose of this document is to systematically capture the requirements of the project and the system to be developed. The document also captures the Functional requirements and serves as an input for the scope of project.

## 1.2 Project Overview

### 1.2.1 Objectives

**Interview Scheduling management System** (ISMS) is an application used for managing

the job interviews of registered candidates. Candidates are requested to register themselves with the site for job interview. The HR managers can add/edit new job requirements into the system. Once a new job requirement is posted, the HR can schedule interviews for the eligible candidates and after the interview process the results can be updated in the system.

The following are the modules in the system

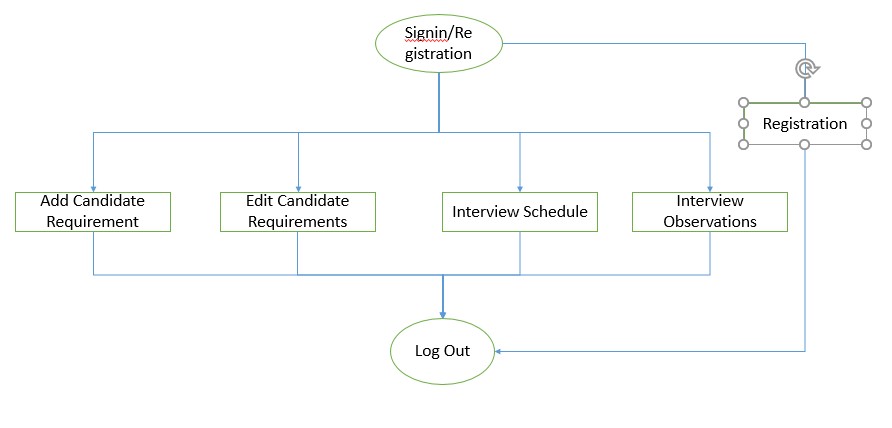
1. Register Candidate
2. Add Candidate Requirement
3. Edit Candidate Requirements
4. Interview Schedule
5. Interview Observations

## 1.3 Intended Audience

* Interns/Project Team
* Mentors and SME’s
* Delivery assurance/excellence group

# 2.0 Process Architecture

Below is the overall functional flow of the project including the components of interaction



# 3.0 High Level Business Requirements

Note - Primary focus is to complete developing the critical requirements (highlighted in Yellow) and then to proceed with the remaining requirements.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | | **Business Requirement ID** | | | **Short Description** | | | | | | | |  | **Description in detail** | | | | | | |  | **Interacting**  **Business**  **Processes** |
| 1 | |  | Req\_1 |  |  | User |  | | | | | |  |  | Used to register the details of a candidate into the system. The system should calculate  the rank for each  candidate and store the | | | | | |  |  |
|  | Registration | | |  | | | |
|  | | |
| details in the system. | | | |  | |
|  | | | |
| 2 |  | Req\_2 | | |  | Add Candidate | | | | | | |  |  | Used by Company HR to add a job requirement for their | | | | | |  |  |
| Requirement | | | |  | | |
|  | | | |
| company. | |  | | | |
| 3 |  | Req\_3 | | |  | Edit Candidate | | | | | | |  |  | Used by HR to make modification to his/her request for candidate which has been already | | | | | |  |  |
| Requirements | | | | | |  |
|  | | | | | |
|  |  |  | | |  | | |  | | | | | |  | registered in the system | | | | |  | |  |
| 4 |  | Req\_4 | | |  | Interview | |  | | | | | |  | Used by HR to schedule the interviews for the candidates based on their profile and job | | | | |  | |  |
| Schedule | |
|  | |
| requirement | | |  | |
| 5 |  | Req\_5 | | |  | Interview | |  | | | | | |  | Used by HR executive to register the details o  candidate Interview Observation into the system. The HR  executive should have the details of the Interview observations to be entered into the | | | | | f | |  |
| Observat | | ions | | |  | | |
|  | |  | | |
| system. |  | | | |

# 4.0 Detailed Business Requirements

## 4.1 Functional Requirements

The functional requirements are projected below, for each of the high level requirements called out in the earlier section

Additionally, the following elements are captured for each business requirement in the table provided below:-

\* Req. Type = (F Core Functionality, E Exception, UI User Interface, R Reporting)

\*\* Priority of Requirement = (1=Base Functionality, 2=Advanced Functionality,

3=Additional Opportunities)

\*\* Originator = (Name of the business process of the system/ department or function name in the customer organization)

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. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req. #** | **Rationale**  **Categorizat ion** | **Business Requirement** | **Req.**  **Type**  **\*** | **Priority \*\*** | **Originator**  **\*\*\*** | **BR Traced to Business**  **Requirement / Use case ID** | **Impacted Stakeholders** |
| Req\_1.2 | User  Registration | User needs to fill  some of the basic  attributes/fields as mentioned below in requirement:  First Name, Last Name, Age,  Gender, Contact Number,  Email id,  Password,Qualific ation, Cadidate,  Hirer,company name | UI | Critical | NA | Req\_1 |  |
| Req\_1.3 | User Registration | Clicking ‘Submit’ should validate the datatype  constraints for each field | F | Critical | NA | Req\_1 |  |
| Req\_1.4 | User Registration | User failing to provide  information on the mandatory fields be provided with  an alert message – ‘Please update the highlighted mandatory  field(s).’ Also,  highlight the  missed out field in  red | E | Medium | NA | Req\_1 |  |
| Req\_1.5 | User Registration | Post-successful field level validation, save the information in the database | F | Critical | NA | Req\_1 |  |
| Req\_1.6 | User Registration | Upon saving the information in the database, display the  message ‘Your  details are submitted successfully’. | E | Medium | NA | Req\_1 |  |
| Req\_1.7 | User Registration | A registered user – is able click  ‘Login’ link, after keying in ‘Email ID’ & ‘Password’ field and get his credentials authenticated with the existing database entry. | F | Critical | NA | Req\_1 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req. #** | **Rationale**  **Categorizat ion** | **Business Requirement** | **Req.**  **Type**  **\*** | **Priority \*\*** | **Originator**  **\*\*\*** | **BR Traced to Business**  **Requirement / Use case ID** | **Impacted Stakeholders** |
| Req\_2.2 | Add  Candidate  Requirement | System should display all the necessary fields in the screen- Employee ID,  Domain,  Required  Vacancies ,  Closing Date,  Priority,  Minimum  Experience,  Submit Button | UI | Critical | NA | Req\_2 |  |
| Req\_2.3 | Add  Candidate  Requirement | On clicking submit the system needs to determine the mode of interview and add a new job requirement to the system. | F | Critical | NA | Req\_2 |  |
| Req\_2.4 | Add  Candidate  Requirement | The mode of  Interview will be based on the required number of vacancies and Minimum Years of Experience as per the table. | F | Medium | NA | Req\_2 | Please refer to Table 1.0 under  References |
| Req\_2.5 | Add  Candidate  Requirement | The details entered by the HR should be saved in the database along with the mode of  Interview | F | Medium | NA | Req\_2 |  |
| Req\_3.1 | Edit  Candidate Requirement  s | System should display all the necessary fields in the screen-  Employee ID, Requirement Id,  Domain, Required Vacancies,  Closing Date,  Priority, Minimum  Experience | UI | Medium | NA | Req\_3 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req. #** | **Rationale**  **Categorizat ion** | **Business Requirement** | **Req.**  **Type**  **\*** | **Priority \*\*** | **Originator**  **\*\*\*** | **BR Traced to Business**  **Requirement / Use case ID** | **Impacted Stakeholders** |
| Req\_3.2 | Add  Candidate  Requirement | On clicking submit the system needs to re-determine the mode of interview and update a job  requirement already available in the system. | F | Medium | NA | Req\_3 |  |
| Req\_3.3 | Add  Candidate  Requirement | The mode of  Interview will be based on the required number of vacancies and year of experience | F | Critical | NA | Req\_3 | Please refer to Table 1.0 under  References |
| Req\_4.1 | Interview Schedule | System should display all the necessary fields in the screen. - Requirement ID, Candidate Name,  Qualification,  Rank, Venue,  Select box. | F | Critical | NA | Req\_4 |  |
| Req\_4.2 | Interview Schedule | The interview for the entered requirement id should not have been already scheduled. | F | Medium | NA | Req\_4 |  |
| Req\_4.3 | Interview Schedule | The closing date for the job  requirement  should not be over. | F | Medium | NA | Req\_4 |  |
| Req\_4.4 | Interview Schedule | Maximum number of candidates allowed to be scheduled for the given requirement must be less than or equal to 3 times the number of vacancies. | F | Medium | NA | Req\_4 |  |
| Req\_4.5 | Interview Schedule | An interview id needs to be generated for each candidate for the current requirement.  Interview ID should be in the format requirement id: candidate number. | F | Medium | NA | Req\_4 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Req. #** | **Rationale**  **Categorizat ion** | **Business Requirement** | **Req.**  **Type**  **\*** | **Priority \*\*** | **Originator**  **\*\*\*** | **BR Traced to Business**  **Requirement / Use case ID** | **Impacted Stakeholders** |
| Req\_5.1 | Interview  Observations | The Requirement  Ids available in the system should be populated in the drop down on page load. | UI | Medium | NA | Req\_5 |  |
| Req\_5.2 | Interview  Observations | Select the requirement id and enter the interview ratings of the candidate in the appropriate fields. | F | Medium | NA | Req\_5 |  |
| Req\_5.3 | Interview  Observations | Clicking submit should generate the candidate’s interview result based on the interview marks, time for joining and rank | F | Medium | NA | Req\_5 | Please refer to Table 2.0 under  References |
| Req\_5.4 | Interview  Observations | The candidate number and requirement id can be obtained from the interview id which is in the  format requirement id: candidate number. | F | Medium |  | Req\_5 |  |
| Req\_5.5 | Interview  Observations | System needs to store the Interview result details into the system. | F | Medium |  | Req\_5 |  |
| Req\_5.6 | Interview  Observations | The number of vacancies alloted requested by a requirement id must be updated on selecting each candidate. | F | Medium |  | Req\_5 |  |
| Req\_5.7 | Interview  Observations | The status of the candidate must be set to 0 in case he/she is rejected in the interview | F | Medium |  | Req\_5 |  |

# 5.0 References

## 5.1 Mode of Interview:

|  |  |  |
| --- | --- | --- |
| **Required Vacancies** | **Minimum Experience** | **Mode Of Interview** |
| >0 and <= 3 | <=3 | Online Test |
| >0 and <= 3 | >3 and <=6 | In Person |
| >0 and <= 3 | >6 | Telephonic |
| >3 and <= 5 | <=3 | Online Test |
| >3 and <= 5 | >3 and <=6 | Online Test |
| >3 and <= 5 | >6 | In Person |

## 5.2 Interview Observation:

|  |  |  |
| --- | --- | --- |
| **Interview Marks** | **Candidate Rank** | **Interview Result** |
| Marks<50 | NA | Rejected |
| 50<=marks<70 | R2,R3 | Rejected |
| 50<=marks<70 | R1 | Selected |
| 70<=marks<80 | R1,R2 | Selected |
| 70<=marks<80 | R3 | Rejected |
| marks>80 | NA | Selected |

## 5.3 DEGREE\_ MASTERS

|  |
| --- |
| **Degree** |
| BE/BTECH |
| MCA |
| OTHERS |

## 5.4 DOMAIN\_MASTERS

|  |  |
| --- | --- |
| **Domain ID** | **Domain Name** |
| **001** | **JAVA** |
| **002** | **DOTNET** |
| **003** | **MAINFRAME** |
| **004** | **TESTING** |
| **005** | **ASP-BPI** |
| **006** | **SAP** |

## 5.5 EMPLOYEE\_MASTER

|  |  |
| --- | --- |
| EMPLOYEE\_ID | EMPLOYEE\_NAME |
| 123456 | SAM |
| 123457 | JOHN |
| 123458 | SAMUELS |
| 123459 | ANDREW |
| 123460 | CHRIST |

# 6.0 Terms and conditions

Interns shall be solely responsible for all its acts and omissions under this program. Interns will comply at all times with all applicable laws. Interns shall not use Cognizant’s name, logo and trademark in any promotional materials or other communications with third parties without the prior written consent of Cognizant. Any materials used by interns in relation to program will not infringe the copyrights, trademarks, patents, trade secrets or other intellectual property rights, privacy or similar rights of any person or entity. Interns agrees not to post, draw, make, display any content that is threatening, libelous, obscene, defamatory, abusive, pornographic, or advocates/encourages any conduct that could constitute a criminal offence or give rise to any civil liability. Cognizant its associates’ personal details including but not limited to name, address, contact number shall not be shared or forwarded to any third party, without prior written consent of Cognizant, its associates. All intellectual property provided by Cognizant as part of program shall be owned exclusively by Cognizant. Intern shall indemnify, defend and indemnify Cognizant its associates, officers, directors from and against any claims, demands, loss, damage, liability, causes of action, judgments, or costs and expenses of every nature (including attorney’s fees and expenses) incurred by Cognizant based on any claim that any breach of terms and conditions of this program.

# 7.0 Change Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version Number** | **Changes Made** | | | |
| V1.0.0 | Initial baseline created on <dd-Mon-yy> by <Name of Author> | | | |
| Vx.y.z | <Please refer the configuration control tool / change item status form if the details of changes are maintained separately. If not, the template given below needs to be followed> | | | |
| **Section No.** | **Changed By** | **Effective Date** | **Changes Effected** |
|  |  |  |  |