Business Requirement Document

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Project Name: Smart Recruit

Change Request No:

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Revision History

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| --- | --- | --- | --- |
| Version No. | Date | Prepared By / Modified By | Changes made to document |
| 1.0 | 13-05-2020 | Sunny Narang | Initial Draft |
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| --- | --- | --- | --- |
| Approved By | Sudipta Gusain | Approval Date |  |

Other Stakeholders

<List the other stakeholders impacted with this change>

|  |  |  |
| --- | --- | --- |
| Name | Entity-Role | Email |
|  |  |  |
|  |  |  |

Abbreviation

|  |  |
| --- | --- |
| Abbreviation | Description |
| SR | Smart Recruit |
|  |  |
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# Business Need

There is a need to modify/enhance the Smart Recruit application to meet certain immediate business requirement.

# Business Requirements

## Requirement (1, 2, 3 ... n)

### Description

#### There is need to enable Simplify SR form for Buffer and also apply change in logic

1. There is need to enable simplify SR form for Buffer Requisitions.
2. Span of Project will remain as-is. If any project is not visible, user need to take access though AAM Application.
3. In case of “Y” code project, Buffer demand cannot be created. SR to restrict Buffer requisition in case of Y code project. Buffer demands will be created only on C code projects.
4. Also, there is need to add one field for capturing SR Number against which Buffer demand will be created. There is option to enter reference main SR Number in this field. Reference main SR number will be predictive search and based on Customer + Project L4, existing open demands will be shown for selection. This will be mandatory field in case of Buffer demands.
5. Buffer SR will be created on the same project as the main reference SR.
6. Also, this new field SR number details needs to be shown in approver and TPG Console as well.
7. Once SR number is selected by Initiator, all details given below will get auto populated from selected SR:

* Skill
* Job/Job Family
* Designation
* Employee group
* Band
* Sub-band
* Country
* Vacancy (User cannot enter vacancy greater than Original SR)
* PA
* PSA
* Company Name
* Client Joining Location
* CWL
* Qualification
* Joining L1 & L4
* No of Positions
* TP Consent along with all parameters (if selected in earlier demand)
* TP1 & TP2
* Reporting Manager
* Bill Start Date
* Onboarding Date
* Valid till Date

Note: All these fields will get copied and will be non-editable.

1. Vacancy field in buffer demand can be put maximum upto 25% of original demand (Percentage to be kept configurable). Let’s assume original reference demand had 10 vacancy, then in Buffer demand maximum will be 25% of 10 i.e. 2.5 round of 3 positions. This field will come auto populated based on calculation and non-editable. This can be reduced.

Note: In case main SR have 1 as Vacancy then in buffer SR 1 vacancy can be added in system. System will allow to create Buffer SR with 1 Position.

1. Also, in case of buffer demands, demand probability field will also be shown for selection.

1. Buffer demand should also go for approval to DPT as well. This needs to enable for Apps & SI only. New approval workflow would be like Project manager -> Project L4 head->DPT. For Non-Apps & SI approver workflow will work as-is.
2. There is need to introduce soft check both at TPG manager and TAG Manager if user tries to fulfil (Attach Profile) Buffer SR first and there is no offer tagged against main reference SR. System will show message to TPG/TAG “ There is no fulfilment against Main SR <<SR Number>>. Please fulfil main SR first. Do you still want to continue?”. If user select “Yes”, then next action will happen accordingly. This needs to captured as flag so that same can be captured in reporting.
3. Below are the scenarios for closure of Main SR:

|  |  |  |
| --- | --- | --- |
| Main SR | Buffer SR | |
| SOT SR – Closed | Partially Fulfilled: If Offer is sent to candidate in Buffer SR, then those number of positions remain as-is. Other vacancy will drop post closure of Main SR.  Example: In Buffer SR there were total of 5 Positions, 2 Positions on which offer was sent, then these 2 positions will remain intact and rest of 3 will get dropped post closure of main SR. This Buffer SR will get closed post fulfilment of 2 positions through our regular scheduler. | Non-Partially Fulfilled:  This will close automatically once main SR is closed on the same day. |
| NON-SOT SR – Closed | Partially Fulfilled: If Offer is sent to candidate in Buffer SR, then those number of positions remain as-is. Other vacancy will drop after 30 days post closure of Main SR. (No of days needs to be configurable). Example: In Buffer SR there were total of 5 Positions, 2 Positions on which offer was sent, then these 2 positions will remain intact and rest of 3 will get dropped post closure of main SR. This Buffer SR will get closed post fulfilment of 2 positions through our regular scheduler. | Non-Fulfilled:  This will close automatically after 30 days of closure of Main SR. (No of days needs to be configurable) |

1. If TPG/TAG wants to hire on Buffer SR with more than 25% of the main SR, then they will refer back with specific reason code to initiator. Initiator will have option only to change number of vacancy and resubmit. All other fields will be “non-editable”. This will go for re-approval again.  Post approval this will go to TPG Manager. TPG manager can assign same to TAG. This also needs to capture in Recruitment and fulfillment report for number of vacancies increased by Initiator.
2. In case of refer back of main SR, changes done in main SR needs to be automatically changed in Buffer as well. Same needs to be intimated to buffer SR initiator keeping approver in cc.
3. In case of Refer back of Buffer SR only number of Positions and Valid till date can be changed. No other parameter can be changed for Buffer SR.

### Scope and Impacted Users

This is applicable for all entities.

### Business Rules and Validation

N/A

### Screen Illustration (Non-Mandatory)

N/A

### Report Format (Non-Mandatory)

* Both in Recruitment and fulfilment report need to capture Reference SR number against Buffer SR.
* Needs to capture in Recruitment and fulfillment report for number of vacancies increased by Initiator.
* Also add Fresher type flag in Recruitment and fulfilment report.

### Impact on mobile applications

No

# Key Success Factors

<Identify the Key Success factors or Benefits of the application/Change>

|  |  |
| --- | --- |
| Measurable Benefits:  (which ever is applicable) | Effort Saved: MM  Cost Saving : USD  Reduction in Cycle Time : Days  (details of the above calculations required) |
| Intangible Benefits: | This will help in simplification of requisition creation for Buffer and Rebadging demands. |

# Assumptions, Dependencies and Constraints (Non Mandatory)

< List and briefly describe the assumptions, dependencies and constraints for the above stated requirement >

N/A

# User Acceptance Criteria

< User Acceptance Signoff would be based on successful execution of the following test cases >

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Test Case Description** | **Execution Steps** | **Expected Result** |
| TC\_1 | To check Buffer demands created in on New SR form | Login in SR application and raise Buffer demand. New form should open and also there should be option to Input SR number as well. | User is able to raise Buffer demand from new SR form. |

# Risks (Non Mandatory)

<Identify and document the Risks (in case any) for the requirements stated in this document>

N/A

# References (Non Mandatory)

<Provide a list of documents referenced (in case any)>

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| **S.No.** | **Document Name** | **Document Summary** |
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