## Module Upload Requirement Section:

1. Create a BRM when you need a proposal for change to an as yet not approved process design detail—or when you want to specify a workaround or system solution to a gap.   
   Follow these guidelines in completing the heading information:  
   1) Process: A brief description of the process.  
   2) Business Area: A code designating the mapping team responsible for this process.  
   3) Date: Date form is being initiated.  
   4) Control Number: A unique identifier for each business process (such as: 6-character code in format AAA.999, where AAA represents the subprocess, and 999 is a unique 3-digit code assigned sequentially from a log maintained by each team).  
   5) Mapping Team: Either the process modeling, design or mapping team responsible for this business process.  
   6) Process Owner: The Agent with overall responsibility for the process; could be the Customer of the process, or the Supplier (one who fulfills the request).  
   7) Librarian: Person charged with maintaining this BRS deliverable and interfacing with other teams in order to ensure control and proper alignment with integration goals.  
   8) Priority: Determined at each team’s discretion; we suggest that Core Processes be identified here.  
   9) Core: An identification of major, driver processes that affect or influence business objectives.

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| **Business Owner :** | **Module name:** | **Is Mandatory:** |
| **Function Area :** | **End date :** | **HR Compliance approval:** |
| **Business approval (VP/AVP):** | **Mapping area-** | **Release Date :** |
| **Description:** | | |
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| **Note:** If module is mandatory then also require the approval from HR Compliance (Supiya Dutta)- | | |

