**ICDC WEB Portal Requirements**

Web portal: as per the requirements, the following portals are required

**HR department**

**Recruitment portal:** Applicants should be able to view advertised jobs and make applications.

**Self-service:** Employees will be able to do the following:

·         Change their personal details for validation before system update

·          Apply for allowances, that is: subsistence and leave allowance

·         Apply for leave

·         Send their grievances anonymously.

·         Self-appraisal

·         Apply for training

·         Apply for staff loans

·         Access their pay slips

·         Request for imprest

·         Track projects

**Property Management**

The Property Management department requires a tenant portal to do the following:

·         To allow prospective tenants view vacant spaces and make applications.

·         To allow tenants to request for repairs and maintenance.

**Operations**

The Customer Relationship Department require a customer portal to do the following:

·         Allow customers to create accounts and lodge complaints/view their loan statements.

·          Allow customers to make applications

**Project Management**

·         External project stakeholders should be able to access a portal and update project milestone