

Business Requirements Document (BRD)

Project: Employee Leave & Attendance Management System

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1. Introduction

The current leave management process is manual and email-driven, causing delays, missing records, policy violations, and lack of visibility for HR and managers.

This project aims to design a centralized Leave & Attendance Management System to automate leave applications, approvals, notifications, attendance tracking, and HR reporting.

2. Project Goals / Business Objectives

The proposed system should:

- Streamline leave request and approval workflows
- Provide real-time leave balance visibility
- Reduce HR manual workload and errors
- Improve compliance with leave policies and attendance guidelines
- Offer centralized reporting for payroll and leadership insights

3. Project Scope

In Scope:

- Leave application form (type, dates, reason)
- Multi-level approval workflow (employee → manager → HR)
- Real-time leave balance calculation
- Attendance calendar & logs
- Notifications (email/push)
- HR monthly leave reports
- Admin panel for leave rules and employee data

Out of Scope:

- Payroll calculation or salary processing
- Integration with biometric hardware
- AI-based attendance prediction

4. Stakeholders

Stakeholder	Role
Employee	Submit leave request, track status
Manager	Approve/reject leave
HR Team	Maintain leave policies, master data, reporting
Payroll Team	Monthly leave audit
IT Support	System support & maintenance
Leadership	Compliance & analytics overview

5. Business Requirements (High-Level)

ID	Requirement	Description
BR1	Leave Submission	Employees must be able to apply for leave using a form
BR2	Approval Workflow	Leave requests must be routed to the reporting manager
BR3	Real-Time Balance	System must show updated leave balance to all users
BR4	Notifications	System must notify employee & manager on status change
BR5	Attendance & Leave Report	HR must generate monthly leave & attendance report
BR6	Calendar View	Users should see individual & team leave schedules
BR7	HR Controls	HR must add leave types, balances & policies

6. Assumptions

- All employees have internet access and login credentials
- HR will provide updated leave rules and policies
- Organization working days and holidays will be shared with the BA team

7. Constraints

- System must comply with internal HR policies
- Leave rules may vary by department/location
- Integration with biometric & payroll is planned for later phase

8. Risks

Risk	Impact	Mitigation
Employee resistance to new system	Low adoption	Training & walkthrough
Incorrect master data	Reporting errors	HR validation before upload
Late approvals	Payroll delays	Auto-reminders to managers

9. Project Success Metrics

Target	Measurement
Faster leave approval	40% reduction in turnaround time
HR workload reduction	60% reduction in manual reporting
System adoption	90% employee onboarding in 2 months

10. Approval

Name	Role	Signature
HR Head	Sponsor	
Project Manager	Delivery Lead	
Business Analyst	Document Owner	Himanshu Shukla