**Vision Document for “GetInterviews Portal”**

**Team members:**

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**1. Introduction**

When you finish your courses at MIU, you get to search for a job and the company that helps you do it is “GetInterviews”. But the process starts 2 months before you finish, when you fill a Word template they send you by email, so they can make a draft for you and also store some personal information about you (phone number, address, etc). Then when you finally end your courses you start a “Career strategy workshop” to help you prepare for the interviews that you are going to attend. Finally, after all the offers you receive, you chose the one that best fits your professional and personal goals. This whole process is coordinated through email and the information has to be updated manually, and if you want to keep track of the efficiency of the students, regarding how many companies have they reached, how many successful interviews have they had; or indicators about “GetInterviews” personal, like how many clients (not only students in MIU) have they successfully gotten a job, how much time (average) does it take him/her to find a job for their clients, and so on.

“GetInterviews Portal” is a new software tool that will build a platform that fastens the process of filling data, communicating changes between “GetInterviews” staff and their assigned job seekers, also the management to see how efficient their workers and operations are.

**2. Positioning**

**2.1 Problem Statement**

|  |  |
| --- | --- |
| The problem of | *Managing “GetInterviews” clients and allowing them to register their information faster* |
| Affects | *Students, “GetInterviews” staff, managers* |
| the impact of which is | *registering is complex, must be manually maintained, and operation indicators are hard to generate* |
| a successful solution would be | *one platform which builds a GetInterviews portal that integrates the*  *business rules for resume registration and interviews taken by the clients. This platform will provide a Database and a*  *user interface that is easy to use for students, staff, and*  *managers.* |

**2.2 Product Position Statement**

|  |  |
| --- | --- |
| For | *GetInterviews* |
| Who | *Needs to improve the way their clients register their resume and how to track performance indicators* |
| The “GetInterviews Portal” | *is a platform* |
| That | *Will reduce the complexity of resume registration and provide accurate performance indicators* |
| Unlike | *The manual way currently being done (Word, Excel)* |
| Our product | *Offers a better user experience and easy recollection of information* |

**3. Stakeholder Descriptions**

**3.1 Stakeholder Summary**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Responsabilities** |
| Admins | Admins add, edit, or delete a staff and may add new clients to the system. Also see performance indicators about their staff and all the clients | Admins are responsible for setting up, insert initial data and managing the system. |
| Staff | Staff manage their clients and can update their resumes and see their interviews | Staff are responsible for following their clients and offer them help if they need to |
| Clients | Clients can register their resumes on “GetInterviews Portal” and register the interviews they participate in. | Clients are responsible for registering their resume and the interviews they participate in. |
|  |  |  |
| Developers | Developers develop the system on the basis of given document | Developers are responsible for developing system features, fixing bugs, and maintaining the system’s availability |
| Testers | Testers use JUnit tool to test the system or integration test | Tester are responsible for integration testing |

**4. Product Overview**

**4.1 Needs and Features**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *N°* | *Problem* | *Need* | *Priority* | *Features* | *Planned release* |
| *Admin* | | | | | |
| *1* | *The company has staff that helps clients get interviews* | *The company must have staff registered* |  | *Admin must be able to add or delete staff* |  |
| *2* | *Each staff has clients assigned* | *Client must be assigned to a staff of the company* |  | *Admin must be able to assign or reassign to any staff a client* |  |
| *3* | *Each staff has indicators of performance, depending on their clients* | *Staff indicators must be based on their clients interviews and resumes* |  | *Admin must be able to see the indicators of each of their staff an all the clients* |  |
| *Staff* | | | | | |
| *4* | *Staff can choose which client to assist* | *Staff needs to add a client to themselves* |  | *Staff must be able to see clients with no help assigned and add them.* |  |
| *5* | *Staff can choose which client to continue with* | *Staff needs to remove or reassign clients* |  | *Staff must be able to remove or transfer clients depending on their performance.*  *For example, if the client takes too long to get an interview* |  |
| *6* | *Staff can see their clients performance indicators* | *Staff needs to see how their clients are doing* |  | *Staff must be able to see the performance indicators of their own clients.*  *For example, number of interviews in the last week, number of successful interviews, number of resume updates* |  |
| *7* | *Staff makes a resume draft based on the information of the client* | *Staff needs to see their clients resume* |  | *Staff can access the resume information of their clients* |  |
| *Client* | | | | | |
| *7* | *Client can register and update his resume* | *Client needs to register and update his resume* |  | *Client must be able to register or update his resume and the system will save the last date it was updated and the number of current updates* |  |
| *8* | *Client can register a new interview* | *Client needs to register when he has a new interview with a company* |  | *Client must be able to register when he got an interview, and be able to choose between his options which fits him better.* |  |
| *9* | *Client can see his own performance indicators* | *Client needs to see how well the job search is going* |  | *Client must be able to see his own job search indicators.*  *For example: last interview date, successful interviews.* |  |
| *Platform* | | | | | |
| *10* | *A staff can only have 10 active clients* | *Make sure the staff is not overloaded* |  | *If the staff has 10 active clients he can’t assign himself more.* |  |
| *11* | *A staff can generate a Word template based on the client information* | *Automatic report, not manual* |  | *A command must allow the staff to generate a word template to be approved by the client* |  |
| *12* | *Send reminder of interview to the client* | *Automatic notification to the client* |  | *If the client registered a pending interview, an email must be send that day to remind him.* |  |
| *13* | *Staff can see an overall performance dashboard of the clients* | *Check on the clients performance* |  | *Generate quick performance indicators in a single view, so the staff can see how well his clients are doing, and help the ones that need the most* |  |
| *14* | *Admin can see an overall performance dashboard of the staff* | *Check on the staff performance* |  | *Generate quick performance indicators in a single view, so the admin can see how well the company is doing* |  |