**Business Requirements Document**

# Project Overview

TRICARE is a leading insurance company with about 1200 employees. Currently when any new Federal/State rule/law comes into effect, the company manually tracks the compliance of each of its employees belonging to a department (for which the law has to apply). A lot of paper work and manual effort is spent in tracking the compliance of each department. The main intent of this project is to simplify this process and configure the workflow in such a way that the compliance is effectively tracked.

# Scope

* Create and maintain employee information.
* Create and maintain department information.
* Provision for mapping employees to their departments
* Creation of Regulation/Legislation (RL) document.
* Tracking the compliance of department thro’ status.
* Tracking user comments on regulation.

# Business Process Analysis

## Current Scenario

As per the current process, Admin add new regulations and assigns it to the department manually. Department Head will send these regulations to the individual users through mail to get their consent. Users after reading regulations will send their comments through the courier service. Department head must collect the user inputs and will have to pass it on to Admin. Since lot of manual workflow is involved, its takes lot of time for Admin to close each regulation.

So new system is required to automate this regulation creation and close process.

# High Level Business Requirements

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| --- | --- | --- | --- | --- |
| Sno. | Business Requirement ID | Short Description | Description in detail | Interacting Business Processes |
| 1 | BR001 | Login with different roles User, Admin | There should be provision to login as Admin or as User | NA |
| 2 | BR002 | View Employees | A view screen where the Admin can see the entire Employee list in the organization | N/A |
| 3 | BR003 | Add Employee | Add screen should allow the Admin to enter the Employee details | N/A |
| 4 | BR004 | Edit Employee | Admin should be allowed to Edit any employee listed in the View screen.  Edit screen should allow the admin to edit the Employee details | N/A |
| 5 | BR005 | Delete Employee | Admin should be allowed to delete the required Employee. | N/A |
| 6 | BR006 | View Department | A view screen where the Admin can view the department list | N/A |
| 7 | BR007 | Add Department | Add screen should allow the Admin to enter the Department details for the Department. | N/A |
| 8 | BR008 | Create RL - Admin | Should allow admin to add new regulation / legislation and map it to department. | N/A |
| 9 | BR009 | View RL - Admin | Should allow admin to view already added regulation/legislation. | N/A |
| 10 | BR010 | View RL - User | Should allow the employees to view the regulations assigned to them. | N/A |
| 11 | BR011 | Update User Comments - User | Should allow the user to update the comments for the regulation assigned to them. | N/A |
| 12 | BR012 | View User Comments - User | Should allow the user to view the comments updated by them. | N/A |
| 13 | BR013 | Delete Department | Admin should be allowed to delete the required Department if department is not associated with any employee. | N/A |

# Detailed Business Requirements

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| --- | --- | --- | --- | --- | --- |
| Req. # | Business Requirement | Req. Type | Priority | Originator | BR Traced to Business Requirement/ Use case ID |
| BR001 | Provision to login with two different roles namely Admin, User.  View, Add, Edit Employee, Create RL and Add Department operations must be permitted when logged in as Admin.  When logged in as User, View RL, Update and View Comments operations must be permitted | F | 1 | Employee Management Portal | NA |
| BR002 | A view screen where the Admin can see the entire Employee list in the organization. The view screen must capture the following information. The view screen must capture the following information  User Id  First Name  Last Name  DOB  Email  Department | F | 1 | Employee Management Portal | N/A |
| BR003 | Add screen should allow the Admin to enter the following details for the Employee  First Name  Last Name  DOB  Email  Department | F | 1 | Employee Management Portal | N/A |
| BR004 | Admin should be allowed to Edit any employee listed in the View screen.  Edit screen should allow the admin to edit the following details  First Name  Last Name  DOB  Email  Department | F | 1 | Employee Management Portal | N/A |
| BR005 | Admin should be allowed to delete the required Employee from the view screen. | F | 1 | Employee Management Portal | N/A |
| BR006 | A view screen where the Admin can view the department list. The view screen must capture the following information  Department Id  Department Name | F | 1 | Employee Management Portal | N/A |
| BR007 | Add screen should allow the Admin to enter the following details for the Department  Department Name | F | 1 | Employee Management Portal | N/A |
| BR008 | Create RL screen should allow the Admin to create a new Regulation / Legislation document. It should capture the following fields.  RL Type  RL Details  Creation Date  Department | F | 1 | Compliance Tracking | N/A |
| BR009 | Should allow the Admin to View the RL entered by the Admin for each department. It should display the following fields.  RL Id  RL Type  Description  Creation Date  Department  Status | F | 1 | Compliance Tracking | N/A |
| BR010 | View RL -User should allow the employees to view the regulations assigned to them. The Employees should be allowed to view the previously created status report. | F | 1 | Compliance Tracking | N/A |
| BR011 | Should allow the user to update the comments for each regulation assigned to them.  User Comments  Date | F | 1 | Compliance Tracking | N/A |
| BR012 | User should be allowed to view the Comments entered by them. | F | 1 | Compliance Tracking | N/A |
| BR013 | Admin should be allowed to delete the required Department if department is not associated with any employee. | F | 1 | Employee Management Portal | N/A |

\* Req. Type = (F Core Functionality, E Exception, UI User Interface, R Reporting)

\*\* Priority of Requirement =

(1=Base Functionality, 2=Advanced Functionality, 3=Additional Opportunities)

\*\* Originator = (Name of the business process of the system/ department or function name in the customer organization)

# Objective and Expectation Traceability

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| --- | --- | --- | --- | --- | --- |
| Business Objective | Business Requirement Number | Priority | Requirement Title | How requirement satisfies objective | Status |
| To maintain the employee details in an application | 1 | High | Employee Management Portal | Allows the Admin to maintain the employee details effectively | Open |
| To track the compliance of each law to closure | 2 | High | Compliance Tracking | Allows the Admin to create and track the new law effectively | Open |