**ABC**

**Employee Management System**

**Business Requirements Document**

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1. **Introduction**

**1.1 Purpose of document**

This document is aimed at

* Providing the necessary inputs to the detailed requirements gathering phase and further on for the SDLC processes.
* This document also serves to establish the traceability between the Business Objectives and the requirements identified in the proposed solution and how they satisfy the stated objectives.
* Provide expectation traceability in terms of the requirements and the user expectation. Serves as a formal template for documenting the Business Requirements which also includes statutory and regulatory requirements.

**1.2 Project Overview**

ABC is an employee management system which allows the organization to manage the details about the departments, projects and employees. Generally heavy manpower and backend file operations are required to manage the information. The main intent of this system is to simplify the process and to increase the efficiency.

**1.3 Scope**

**1.3.1 In Scope**

* Create and maintain employee information.
* Create department information.
* Provision for mapping employees to their departments
* Provision for mapping employees to projects.
* Provision for calculating the payroll for employees.
* Tracking employee information.

**1.3.2 Out Scope**

* Employee performance management.
* Employee Time Management.

## 1.4 Intended Audience

* Administrator has authority to access all functionalities.
* HR has authority to access only specific functionalities.
* Employee has authority to view their information.

## 1.5 Constraints, Assumptions and Dependencies

**Assumptions**:

* Once the application is built the ABC will manually load the current employee list into the system.
* There will be no concurrent users for the application. The employee profile will be maintained by the Admin.
* Any changes to the requirements mentioned in the BRD would be taken as a Change Request.

**Dependencies**:

* N/A

**Constraints**:

1. **Schedule constraints**.

N/A

1. **Cost constraints.**

N/A

1. **Resource constraints.**

N/A

1. **Technical constraints.**

N/A

# Organization Architecture

## 2.1 ABC

This table provides a view of the client organization as it applies to this application development project.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Position | Primary Responsibilities  (relative to project) | Module | Primary Responsibilities  (relative to application business process) |
| Admin | Sponsor & user of the system who has the authority for all configuration management | ADD/EDIT/DELTE/ VIEW Employees with their Department Details  ADD/EDIT/DELTE/ VIEW projects | Laying down department projects |
| HR | Authority to add the employee for their departments. | Update/view the details of employee |  |
| Employee | Authority to view the personal details of the system. | View the details of employee. |  |

## 2.2      XYZ

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Position | Primary Responsibilities  (relative to project) | Module | Primary Responsibilities  (relative to application business process) |
| Delivery Manager | Responsible for timely delivery of project | Employee Management System | Laying down HR Policies |
| Architect | Defining the architecture and design of the system | Employee Management System | Setting down the rules |

# Business Process Analysis

## Current Scenario

### ‘As-is’ Process Flow

In the ABC employee management system we have Administrator,HR and employee. The Administrator has the authority to update,edit,delete the information of both the HR and the employees. Each and every department ha separate HR. The payroll is categorized based on the designation of the employees. The search option is provided in order to know the details of the employees in the same and other departments.

Create/Maintain Employee Database



Assign projects

Adding/Updating Departments/Projects

# Process Definitions

## Business Rules

Business rules should be defined using the following attributes:-

* Business rule could be either a term or a constraint.
* Business rule could be a statement that defines or constraints key aspect of the business
* Business rule should be 'atomic' so that it cannot be broken down or decomposed further into more detailed business rules.

| SNO | RULE NAME | DEFINITION |
| --- | --- | --- |
| 1 | Mandatory Employee Fields | The system should check if the following information are being entered while adding/editing a new Employee   * First Name * Last Name * DOB * Department Name * Email * Contact info   Appropriate message should be thrown as an alert. |
| 2 | Business Validation | While Adding an Employee the system should not allow the entry of Employee who is not older than 24 years into the system.  Appropriate message should be thrown as an alert. |
| 3 | Mandatory Department Fields | The system should check if the following information are being entered while adding a new Department   * Department Name   Appropriate message should be thrown as an alert. |

# 5.0 High Level Business Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sno. | Business Requirement ID | Short Description | Description In Detail | Interacting Business Processes |
| 1 | BR001 | Login with different roles Employee, HR, Admin | There should be provision to login as Admin or as Employee or HR. | N/A |
| 2 | BR002 | Add Employee | Admin should be allowed to add employee details using Java Console User Interface (CUI). | N/A |
| 3 | BR003 | View Employees | There should be provision for Admin/HR/Employee to see the entire Employee list in the organization using Java Console User Interface (CUI). | N/A |
| 4 | BR004 | Update/Delete Employee | Admin should be allowed to Update/delete employee details using Java Console User Interface (CUI). | N/A |
| 5 | BR005 | Add/View Department | Admin should be allowed to add/view department. | N/A |
| 6 | BR006 | Add/update/delete/view Project | Admin should be allowed to add/update/delete/view project using Java Console User Interface (CUI). | N/A |
| 7 | BR007 | Search | Admin/HR/Employee should be allowed to search to view the employee details based on their access privileges.). | N/A |

# Detailed Business Requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sno | Req.# | Business Requirement | Req. Type \* | Priority \*\* | Originator \*\*\* | BR Traced to Business Requirement/ Use case ID |
| 1 | BR001 | Provision to login with three different roles namely Admin, HR, and Employee.  View, Add, Edit Employee and Add Department operations must be permitted when logged in as Admin.  Update and View projects operations and view Employee Details must be permitted, When logged in as HR. | F | 1 | Employee Management Portal | NA |
| 2 | BR002 | From Console Admin should allow to enter the following details for the Employee   * First Name * Last Name * DOB * Email * Employee Personal Details * Ph No | F | 1 | Employee Management Portal | N/A |
| 3 | BR003 | In Console, where the Admin can see the entire Employee list in the organization. The console must capture the following information   * Employee Id * First Name * Last Name * DOB * Email * Department * Personal Details | F | 1 | Employee Management Portal | N/A |
| Sno | Req.# | Business Requirement | Req. Type \* | priority \*\* | Originator \*\*\* | BR Traced to Business Requirement/ Use case ID |
| 4 | BR004 | In Console, Admin should be allowed to update/delete any employee  Console should allow the admin to update the following details   * First Name * Last Name * DOB * Email * Employee Personal Details * Ph No * Department * Job ID * Hire Date * Salary | F | 1 | Employee Management Portal | N/A |
| 5 | BR005 | From Console, should allow the Admin to add the following details for the Department   * Department Name * Department  Head (HR)   From Console, Admin\HR can view the department list. The Console must capture the following information   * Department Id * Department Name * Employees in Department * Department HR | F | 1 | Employee Management Portal | N/A |
| **Sno** | **Req. #** | **Business Requirement** | **Req. Type \*** | **Priority \*\*** | **Originator \*\*\*** | **BR Traced to Business Requirement/ Use case ID** |
| 6 | BR006 | From Console, Admin  should be allowed to Add/update/delete/ view Projects to Departments or Employees | F | 1 | Employee Management Portal | N/A |
| 7 | BR007 | Admin should be allowed to search the details about employees and HR.  HR/employees should be allowed to search the details about department employees. | F | 1 | Employee Management Portal | N/A |

# Change Log

|  |  |
| --- | --- |
| Version Number | Changes Made. |
| V1.0 |  |