

Business Requirement Document

For:

[Staff Facility Management System]

Prepared by:

[Human Capital Management Department]

[June 21, 2019]

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# Document Review History

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| **Version** | **Revision Date** | **Author / Editor** | **Comment** |
| 1.0 |  |  | Original document |
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# Project Summary

* 1. **Business Objective**

*The aim is to build a platform where employees of the bank can sign-in and apply for the various facilities available to them.*

* 1. **Background**

*With the continuous advancement of technology, effort to ease processes is something that is always a welcome idea. With this in mind, and also to allow employees have a full understanding of features, conditions of facilities, the platform was proposed so employees can run through the processes themselves. This will help in effectively and efficiently running the process of issuing facilities by saving time and easing the stress of processing it manually.*

* 1. **Scope**

*HCMD being the client has communicated to Applications Solution unit (IT Dept) to build a platform where employees of the bank can log-in, have access to facilities based on their satisfying of conditions needed to access the facility. Required computations for facility needed can be done so staffs have view the duration and monthly deduction needed to cover the facility.*

*Employees that do not meet up this conditions are not allowed to apply for the facilities as it should not display on their home page.*

* 1. **Assumptions / Limitations:**
  2. **Risks**

# Business Requirements

* *Platform should allow for staffs to sign-in using their Staff ID and Password.*
* *Home Page of the staff should display the particular facilities the staff is eligible to*
* *Staffs should be able to choose a facility and have access to computations showing the duration and monthly deductions needed to cover the facility.*
* *Amount not to be exceeded by the staff should be highlighted*

# Business Process Overview

* 1. **Current Business Process (As-Is)**

*Currently, Employees pick up a form and complete indicating the facility they require and submit to HCMD (If at 5%) or Branch (If at 18%). HCMD/Branch carries out the a review (viability test) and forward to RMD for their review. RMD if satisfied, disburses the facility to the employee.*

* 1. **Proposed Business Process (To-Be)**

*Staff should be able to login to the platform. Based on their grade level and satisfying the conditions for a particular facility, staff can apply for the facilty and compute for required montly deductions and duration needed to cover for the facility. After successfully applying and submitting, HCMD receives an alert and access the application through the platform for reviwing and if found satisfying, it is forwarded to RMD for a further review and disbursement.*

# Sign Off Page

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| **S/N** | **Role** | **Department** | **Signature / Date** |
|  | Human Capital Management Department (Jaiz Bank Plc) |  |  |
|  | Business Owner Name  (Head of Department) |  |  |
|  | Application Custodian Name (where required) |  |  |

**Received By:**

Name Signature/Date