Business Requirements Document (BRD)

Project Name: AI-Enabled Job Description Redesign System

Prepared by: Shritika & Anjari

1. Executive Summary

In a fast-evolving talent landscape, attracting and retaining the right talent begins with crafting effective and inclusive Job Descriptions (JDs). Currently, JD creation is manual, inconsistent, and time-consuming across departments.

This project proposes the development of an AI-based inbuilt system integrated into our existing HRMS or Recruitment platform to automate and enhance JD creation/redesign. This tool will use machine learning and NLP capabilities to generate optimized, inclusive, and role-specific job descriptions aligned with current market standards and business expectations.

2. Project Scope

In-Scope:

- Integration of AI tool with HRMS or Recruitment System
- JD generation and redesign using AI based on:
  - Role name
  - Department/function
  - Skill set
  - Market trends
  - Past successful hires
- Suggesting inclusive language and reducing bias
- Versioning and approval workflow for JDs
- JD repository and search feature

Out-of-Scope:

- Integration with third-party job boards (in Phase 1)
- Candidate matching or resume parsing

3. Stakeholders

Primary Stakeholders (Functional):

- Talent Acquisition Team
- HR Business Partners
- Hiring Managers
- L&D / OD Teams (for competency mapping)

Secondary Stakeholders (Non-Functional/Technical):

- IT Department
- HRMS Vendor / Product Team
- Data Security & Compliance Team
- Legal Team (for content compliance)

4. Functional Requirements

1. AI-Based JD Generator
   - User inputs: Role name, department, skill set, experience level
   - Output: Suggested JD (editable format)

2. JD Redesign Tool
   - Upload existing JD → AI suggests improvements (language, structure, keywords)

3. Bias Detection Module
   - Highlight gendered or non-inclusive terms
   - Suggest neutral alternatives

4. Approval Workflow
   - JD creation → Manager review → HR approval → Final JD

5. Version Control
   - Track changes with timestamp and user ID

6. Repository Search
   - Search by role, department, or keywords

5. Non-Functional Requirements

- Scalability: System should support multiple concurrent users
- Security: Role-based access and data protection protocols
- User Interface: Intuitive and aligned with existing HR tools
- Integration: Seamless with current HRMS and ATS platforms

- Audit Trail: Log of changes and approvals
- Performance: JD generation within <10 seconds

6. Assumptions

- AI model will be trained on existing internal data and public JD datasets
- Users will have access to structured job information (role title, skills, etc.)
- Stakeholders will provide timely feedback for system refinement
- IT infrastructure is capable of supporting AI integration

7. Constraints

- Budget constraints may limit advanced AI capabilities in Phase 1
- Dependency on HRMS/ATS vendor for integration feasibility
- Limited access to large-scale quality data for training AI (initially)
- Compliance and approval delays for deploying AI-generated content

8. Risks & Mitigation

Risk	Impact	Mitigation
Inaccurate or generic AI-generated JDs	Medium	Continuous learning via feedback loops, HR review
Resistance to adoption by hiring managers	High	Training and change management plan
Data security/privacy concerns	High	Work with InfoSec, implement role-based access
Vendor integration delays	Medium	Engage vendors early in the design phase
Over-reliance on AI and reduced human oversight	Medium	Mandate review/approval step before publishing