Business Requirements Document

for

Galvanize

Version 2.0

pH14 Solutions

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Revision History

Sep 29 - ver. 1.0 - First revision.
Oct 15 - ver 2.0 - Use Case related updates.

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Project Description

Business Requirements Summary

Galvanize would like to improve the process of scheduling interviews for new candidates and the interviewers. The project will result in a web based tool for hiring managers to set-up interviews between candidates and interviewers. The tool will allow a streamlined approach of booking rooms and interviewers with various difference preference options. The system will also notify all attendees to the interviews of their schedules and facilitate the entire process.

Assumptions & Dependencies

- The APIs for integration with the Microsoft 365 Services will be identical to the free ones offered by Microsoft Graph.
- The project will be deployable at Galvanize if we give them a Docker image or the source code.
- All users of the system at Galvanize use Outlook and the corresponding calendar software.
- Employees in Galvanize are enrolled in Outlook groups describing their roles in the company.

Project Impacts

Human Resources

The Human Resources department will have a change in their current work process. Before the Human Resources department handled all scheduling manually through their current Outlook tools and communicating between candidates and interviewers directly. Now the communication between both candidates and interviewers will be streamlined into the system. The work process, will remove the communication step with interviewers and restrict the availability conversations with candidates. Instead of using Outlook for scheduling, Human Resources will be logging into the web portal and selecting from the available schedules. The emailing out of invites will be automated, so the Human Resources will remove this process from their current work process. Additionally, for managing of room resources, this will be done through the new Web Portal as well. Instead of checking schedules for room, it will be automatically processed by the system.

Candidates

The candidates will have one new step that previous interviewers did not experience. This will be the manually entry of availability via a link in the email. Now candidates can expect to respond to an email from the system before they can be scheduled for an interview.

Functional Requirements

F001. The application must create schedules.
F002. The application must integrate schedules with employees' Outlook calendars.
F003. The application must invoke Outlook to email invitations to Candidates.
F004. The application must send and receive availability forms to and from Candidates.
F005. The application must allow for the creation and removal of user profiles.
F006. The application must support two user profile types: Human Resources Representative and Hiring Manager.
F007. The application must support configuring the available rooms in the office.
F008. The project result must consider the schedules of all the interviewers involved.

Non-Functional Requirements

NF001. The project result must be a web based tool.
NF002. The project result must be able to support a minimum of 5 concurrent users.
NF003. The project result must have APIs and a webpage with have a response time of less than 2 seconds.
**NF004.** The project result must support 2 levels of security.
NF005. The project result must be hosted on AWS.

Requirement Traceability Matrix

REQ No.	Reference	Requirement Description	Type	Priority	MVP
1	Use-case 1	Send availability form via email	Functional	1	y
2	Use-case 2	Candidate submits availability form	Functional	1	y
3	Use-case 3	Update Candidate's email	Functional	2	y
4	Use-case 4	Resend Candidate's availability form	Functional	1	y
5	Use-case 5	Administrator creates a new interview schedule	Functional	1	y
6	Use-case 6	Remove Candidate's Invite	Functional	3	n
7	Use-case 7	Administrator creates a new room	Functional	1	y

8	Use-case 8	Administrator deletes a room created	Functional	1	y
9	Non-Functional Requirements	Support minimum of 5 concurrent users	Non- Functional	2	y
10	Non-Functional Requirements	Two factor authentication	Non- Functional	3	n
11	Non-Functional Requirements	API response time less than 2 seconds	Non- Functional	3	n

Sequence Flow Diagram
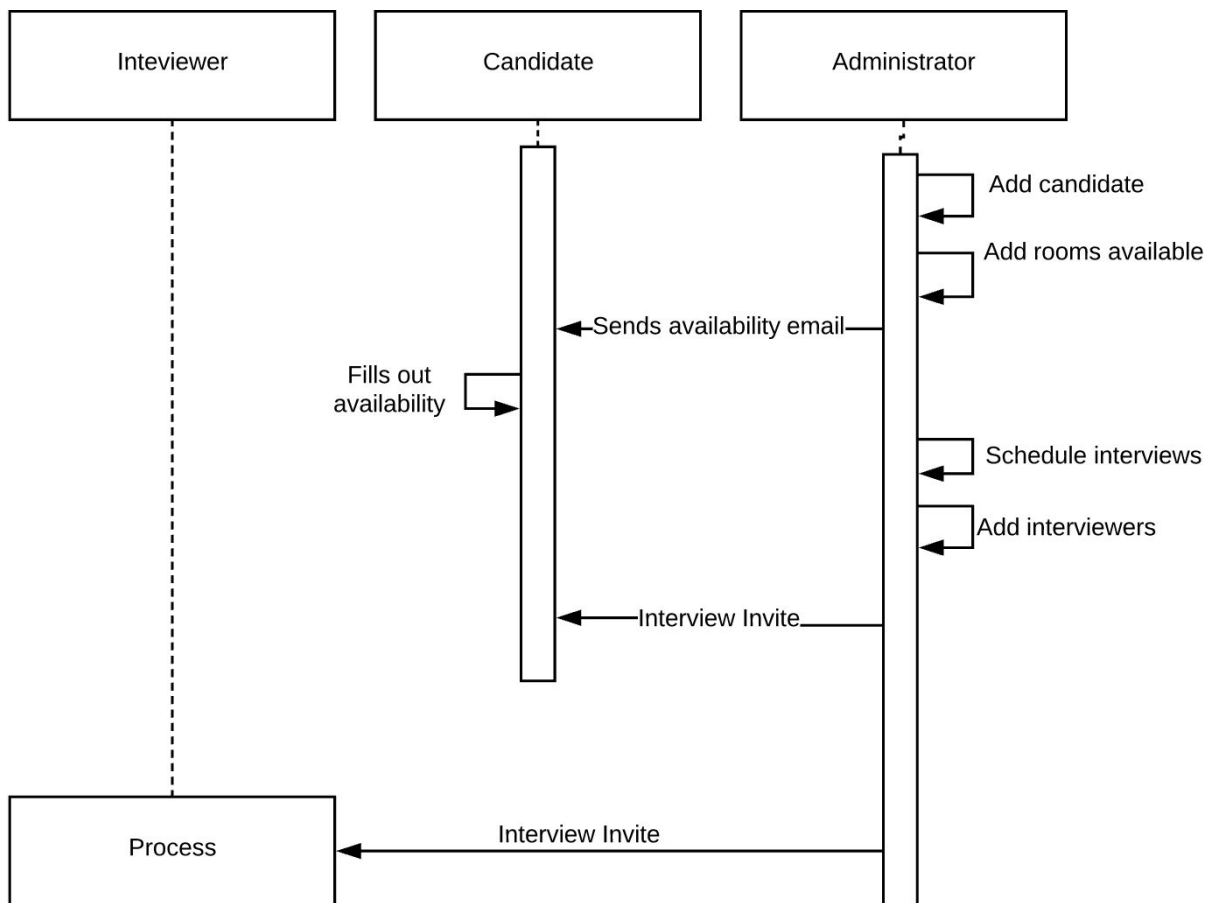
Here we can see the sequence diagram that describes the interaction between the different participants which are the Interviewer, candidate and administrator which are referenced in the use cases 4 to 6. Please refer to them for greater detail.

Use Cases

Use Case 1	
Description	A new Candidate is being considered for a position at Galvanize. Administrator adds them to the scheduling system, which immediately sends the Candidate a form for submitting their availability.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged into the system. Candidate has a valid email.
Postconditions	A new Candidate is added into the system. This Candidate has received an email with a form for submitting their availability.

Main Scenario	1. Admin selects on "Create New Candidate".
	2. App displays a "Create New Candidate" form.
	    a. Candidate name.
	    b. Candidate Email Address
	3. Admin enters the Candidate name and email.
	4. Admin selects on save new candidate.
	5. App creates a new candidate profile.
	    a. The Candidate is saved to the system
	    b. The Candidate receives an email from the system containing a hyperlink to an availability form.

Alternate Scenarios	(3) Admin does not enter any valid Candidate name or email. ● App displays appropriate validation error on save. ● App does not save new candidate into the system.

Use Case 2	
Description	A Candidate receives an email from HR for submitting their availability form. The Candidate fills in the availability form.
Primary Actor	Candidate
Preconditions	Candidate received an email.
Postconditions	Candidate's availability form is in the system.
Main Scenario	1. Candidate opens the link in their email linking to the availability form. 2. App displays the availability form. a. Blocks of time (30 minutes to 8 hours) 3. Candidate enters blocks of time that she is available. 4. Candidate clicks on "Submit Form" 5. The given blocks of time of the Candidate is saved into the system.
Alternate Scenarios	(3) Candidate does not enter blocks of time. ● App displays appropriate validation error on submit. ● App does not save blocks of time into the system.

Use Case 3	
Description	A Candidate calls in because they never received an email from Galvanize for scheduling, due to the fact that the wrong email address was provided in the first place. Administrator navigates to the candidates with pending availability, inputs the correct email address, and resends the form.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged into the system. Candidate has a valid email. Admin has created the Candidate in the system.
Postconditions	The Candidate's profile has been updated with a new email address. This Candidate has received an email with a form for submitting their availability.

Main Scenario	1. Admin searches for the Candidate's profile in the system.
	2. Admin clicks "Edit Profile."
	3. App displays a profile editing form.
	    a. Admin inputs a new email address.
	4. Admin clicks "Save profile."
	    a. Profile is saved by the app.
	5. Admin clicks "Resend Availability Form."

Alternate Scenarios	(3) Admin does not enter any valid or email.
	  ● App displays appropriate validation error on save.
	(4) Admin does not click "Save Profile"
	  ● Profile is not updated.

Use Case 4	
Description	A Candidate wants to re-submit his or her availability form.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged into the system. Candidate was registered in the system.
Postconditions	This Candidate has received an email with a form for re-submitting their availability.
Main Scenario	1. Admin searches for the Candidate's profile in the system. 2. Admin clicks "Resend Availability." 3. App sends a new link as an email for re-submitting availability form. 4. Candidates receive an email to re-submit their availability form.
Alternate Scenarios	(3) App does not send an email. ● System should keep the current availability.

Use Case 5	
Description	A new Candidate's availability form is in the system. Administrator uses the system to create a list of possible schedules that match the Candidate's availability. Administrator

	from the possible schedules, and the involved parties are notified via email.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged in. Candidate submitted available blocks of time.
Postconditions	A new set of interviews is scheduled. The interview schedule is sent as an email to the Candidate.

Main Scenario	1. Admin selects Candidate to schedule Interview.
	2. App displays List of Interviewers form.
	    a. Interviewer first name and last name.
	    b. Preferences of an interviewer.
	    c. Time needed of an interviewer.
	3. Admin selects preferences for each interviewer.
	    a. Alone or another Interviewer.
	4. Admin selects time needed for each interviewer.
	    a. 0 - 120 minutes.
	5. Admin clicks on "Generate Schedule".
	6. App displays possible schedule options given the preferences and time needed for each interviewer.
	    a. Time of Interview
	    b. Room Number
	    c. Interviewers
	7. Admin selects a possible option.
	8. App saves the schedule in to the system.
	9. App sends interview schedule as an email to the Candidate.

Alternate Scenarios	(4) Admin sets all interviewers' time needed to zero.
	  ● App displays appropriate validation error.
	  ● App does not display list of possible schedules.
	(7) Admin does not select a possible option.
	  ● App does not save a schedule into the system.
	  ● Email is not sent to a Candidate.

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Use Case 6	
Description	For a specific reason the Candidate can not attend an interview. Therefore Administrator removes the Candidate.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged in. Candidate received an invitation by email.

Postconditions	Candidate's invite by email is removed in the system.
	  ● The email invitation link should not be working.
	  ● If the Candidate has been scheduled for interviews, remove all interviews related to the Candidate.

Main Scenario	1. Admin selects "Remove Candidate". 2. App displays "Remove Candidate" from. 3. Admin selects Candidate. a. List of current Candidates 4. Admin selects remove Candidate. 5. App removes Candidate from the system.

	a. Email link becomes invalid. b. Candidate related schedules are removed.
Alternate Scenarios	(3) Admin does not select a Candidate. ● App displays appropriate validation error.

Use Case 7	
Description	Galvanize is opening up a different wing to operate Interviews for the hiring season. In preparation, the rooms from the new wing need to be registered in the system so interviews can be scheduled there. An Administrator registers a room to be used for interviews.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged in
Postconditions	A new room to be used as an interview room.
Main Scenario	1. Admin selects "Create Room" 2. App displays "Create Room" from. a. Room name 3. Admin enters the room name. 4. Admin clicks create room. 5. App creates the room into the system.
Alternate Scenarios	(3) Admin does not enter a room name. ● App displays appropriate validation error. ● App does not add room into the system.

Use Case 8	
Description	A room currently used for interviews at Galvanize is planned to be used for another objective. Administrator removes the room that was used for interviews.
Primary Actor	Administrator (Admin)
Preconditions	Admin is logged in. A room being used as an interview room.
Postconditions	The room is no longer available to use as an interview room.
Main Scenario	1. Admin selects "Remove Room" 2. App displays "Remove Room" form. a. List of rooms 3. Admin selects a room. 4. Admin clicks on remove room.

	5. App removes the room from the system.
Alternate Scenarios	(3) Admin does not select on a room. ● App displays appropriate validation error. ● App does not remove room from the system.

Administrator Use Case
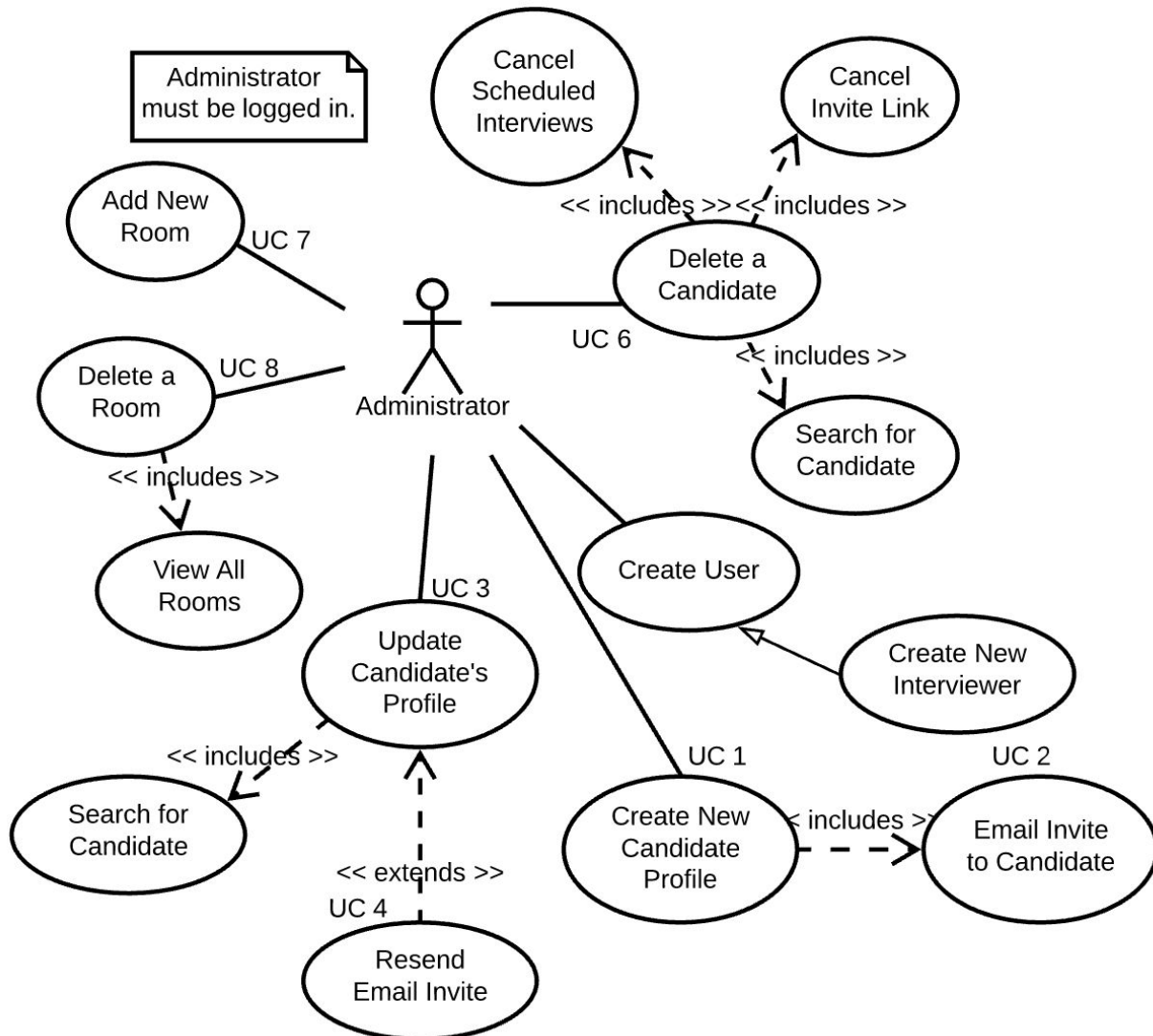
Schedule Creation (UC 5)

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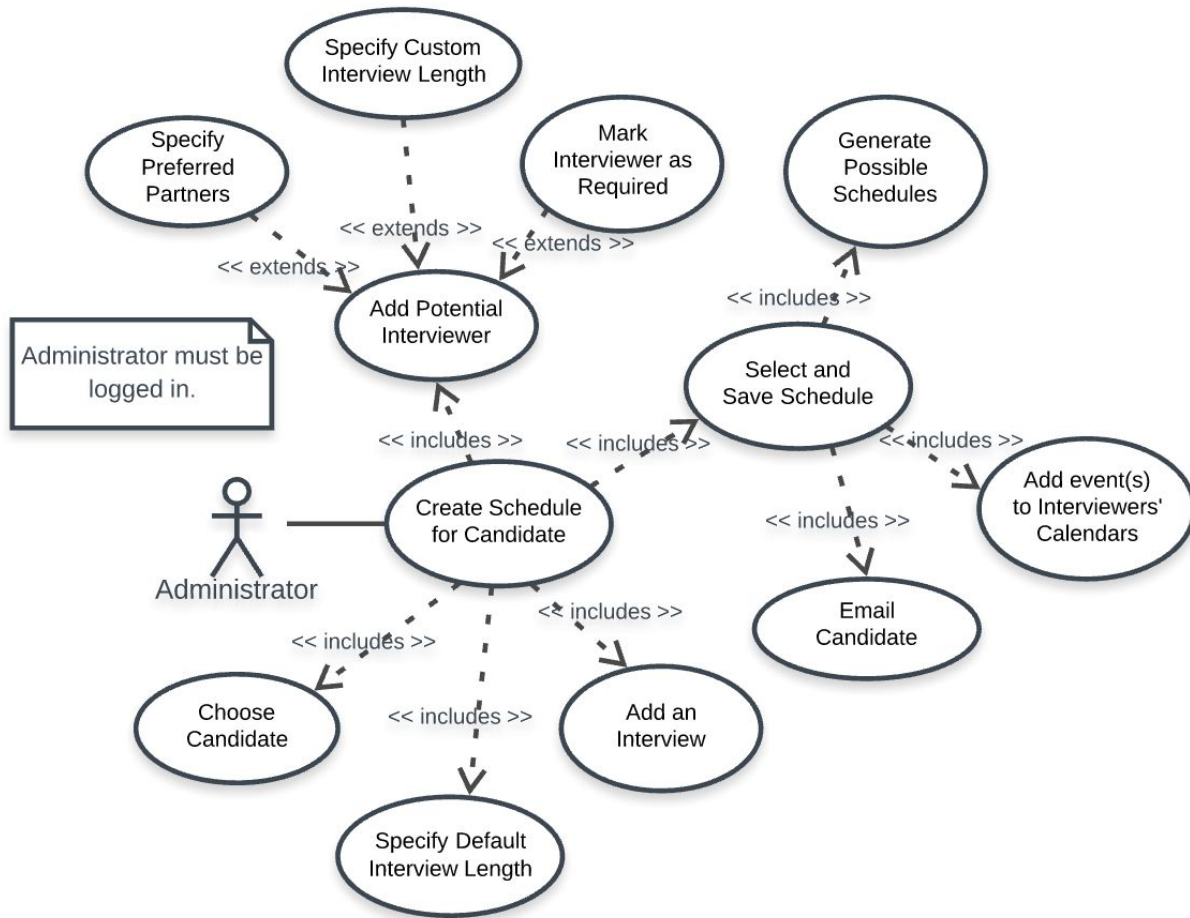
Appendix A: Glossary

API: An application programming interface is an interface or communication protocol between a client and a server intended to simplify the building of client-side software.

AWS: Amazon Web Services is a subsidiary of Amazon that provides on-demand cloud computing platforms to individuals, companies, and governments, on a metered pay-as-you-go basis.

Docker: A set of platform-as-a-service products that use OS-level virtualization to deliver software in packages called containers. Containers are isolated from one another and bundle their own software, libraries and configuration files; they can communicate with each other through well-defined channels.

Dockerized: is the process of converting an application to run within a Docker container.

Microsoft Graph: A developers' API platform to connect to the data that drives productivity. It delegates calls to different Office 365 Cloud services via one single endpoint

References

[Galvanize Project Briefing](#)

Deliverables Sign-off

Frontend for HR Representatives and Hiring Managers to coordinate interview	
Description	Deliverable No. 1 Create React front-end for interviewers to submit availabilities
Deliverable Owner	Kwangsoo Yoo
Date Delivered	
Owner Signature	
Client Signature	

Frontend for HR Representatives and Hiring Managers to coordinate interview	
Description	Deliverable No. 2 Create administrative dashboard for facilitating room registration
Deliverable Owner	Kwangsoo Yoo
Date Delivered	
Owner Signature	
Client Signature	

Frontend for HR Representatives and Hiring Managers to coordinate interview	
Description	Deliverable No. 3 Interface for sending candidate availabilities
Deliverable Owner	Kwangsoo Yeo
Date Delivered	
Owner Signature	
Client Signature	

Frontend for HR Representatives and Hiring Managers to coordinate interview	
Description	Deliverable No. 4 Administrative dashboard for facilitating room registration and user coordination
Deliverable Owner	Kwangsoo Yeo
Date Delivered	
Owner Signature	
Client Signature	

Adapter for integrating the backend and frontend	
Description	Deliverable No. 1
Deliverable Owner	Christopher Powroznik
Date Delivered	
Owner Signature	
Client Signature	

Test Suite	
Description	Deliverable No. 1 Unit Tests
Deliverable Owner	Cindy Hsu
Date Delivered	
Owner Signature	
Client Signature	

Test Suite	
Description	Deliverable No. 2 Integration Tests
Deliverable Owner	Braxton Hall, Cindy Hsu
Date Delivered	
Owner Signature	
Client Signature	

Node/Express backend

Description	Deliverable No. 1 Manage user profiles for Human Resources, Representative and Hiring Manager
Deliverable Owner	Masahiro Toyomura
Date Delivered	
Owner Signature	
Client Signature	

Node/Express backend	
Description	Deliverable No. 2 Algorithm to configure available rooms in the office based on schedules
Deliverable Owner	Masahiro Toyomura
Date Delivered	
Owner Signature	
Client Signature	

Node/Express backend	
Description	Deliverable No. 3 Email Handling
Deliverable Owner	Masahiro Toyomura
Date Delivered	
Owner Signature	
Client Signature	

Deployment	
Description	Deliverable No. 1 Dockerize systems

Deliverable Owner	Braxton Hall, Christopher Powroznik
Date Delivered	
Owner Signature	
Client Signature	

Deployment	
Description	Deliverable No. 2 Container Orchestration
Deliverable Owner	Braxton Hall, Christopher Powroznik
Date Delivered	
Owner Signature	
Client Signature	

DELIVERABLE NOT APPROVED

If you are not ready to approve this deliverable, please provide feedback below and attach any relevant information to assist the project team in making the changes needed:

_____

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Client Signature: _____

Date: _____