

Business Requirement Document (BRD)

Project Title: On boarding a New Employee

Version: 1.0

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i. Project Detail

- **Project Name:** Employee Onboarding Automation
- **Department:** Human Resources / IT
- **Project Manager:** Tridibesh Dash
- **Start Date:** 14-07-2025
- **End Date:** 14-07-2026 (Tentative)
- **Document Version:** 1.0

ii. Executive Summary

The onboarding process is critical in integrating a new employee into an organization. This project aims to automate and streamline onboarding tasks involving HR, IT, and the employee. The system will ensure timely execution of document collection, IT setup, orientation scheduling, and access provisioning.

iii. Project Objective

- To create a centralized digital onboarding solution that enhances coordination between departments.
- Reduce onboarding time and manual errors.
- Improve new employee experience from Day 0.
- Ensure all compliance and documentation are completed before joining.

iv. Project Scope

In Scope:

- Online documentation upload and verification
- Automated provisioning of email, systems, and assets
- Workflow dashboards for HR, IT, and the employee
- Orientation session scheduling and task tracking

Out of Scope:

- Post-onboarding performance reviews
- Compensation and payroll processes

v. Business Requirements

Functional Requirements:-

ID	Requirement	Description
FR-01	Document Collection	HR collects and verifies documents from new hire.
FR-02	Email & System Access	IT creates email ID and provides system access.
FR-03	Asset Allocation	IT assigns laptop, ID card, software licenses.
FR-04	Status Dashboard	Dashboard to show real-time onboarding progress.
FR-05	Orientation Scheduler	HR schedules and sends invites for welcome session.

Non-Functional Requirements:

ID	Requirement	Description
NFR-01	Security	Role-based access and data encryption.
NFR-02	Availability	99.5% uptime required.
NFR-03	Usability	Simple and mobile-friendly UI.
NFR-04	Integration	Sync with HRMS and Outlook calendar.

vi. Key Stakeholders

Stakeholder	Role
HR Manager	Manages documentation and compliance tasks
IT Support	Manages system setup and provisioning
Hiring Manager	Oversees onboarding and task delegation
New Employee	Completes assigned onboarding tasks
Project Manager	Tracks implementation and stakeholder coordination

vii. Project Constraints

- Integration dependencies with existing HRMS and IT systems
- Availability of IT assets (e.g., laptops)
- Timeline constraints due to organizational joining schedules
- Data privacy and compliance regulations

viii. Deliverables

Deliverable	Description
Onboarding Portal	Web-based interface for managing onboarding tasks
Workflow Engine	Automation of task assignments and reminders
Status Dashboard	Progress tracking for HR, IT, and new employee
Reports	Completion reports, SLA tracking, feedback summaries