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| **Pyramid Solutions – Pyramid Recruitment Dashboard** |
| Business Requirements Document (BRD) |
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| --- | --- |
| Author | Vijay Srivastava |
| Date | 10/23/2020 |
| Version | 1.0 |
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# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Revision made | Updated by |
| 10/23/2020 | 1.0 | Business Requirement Drafted | Vijay Srivastava |

# Glossary

##### Definitions, Abbreviations, Acronyms

|  |  |
| --- | --- |
| Word/Acronym/  Abbreviation | Definition |
| WSR | Weekly Status Report |
| SR | System Requirement |
| BR | Business Requirement |
| MoSCoW | Prioritization method.   |  |  | | --- | --- | | M | Must Have | | S | Should Have | | C | Could Have | | W | Won’t have at this time | |
| Priority | |  |  | | --- | --- | | C(1) | Critical | | H(2) | High | | M(3) | Medium | | L(4) | Low | |

# Introduction

##### Purpose

This document provides detailed requirements for the development of Pyramid Recruitment Dashboard Application which shall allow users to view, edit Job Description with Technical and Soft skills, Scan job description(JD) and generate reports as per matching of Job Profile and Candidates in the form of percentage format, capture the interviews feedback against the job and generate various reports to get the insight of all happening in various job profile.

* Create an application that scans Job Description and Resumes in Word format, creates Job profiles and Candidate profiles and matches them to find the right fit.
* Scan the JD in Word format and create a set of keywords and build Job Profile with must have and good to have
* Allow the recruiter to edit the Job Profile. This is required if the parameters generated by the system are not accurate.
* Should include Technical and Soft skill parameters.
* Scan the resumes of candidates in Word format and generate a Candidate Profile.
* Match the Job Profile with Candidate Profile and generate the results in a tabular and overall percentage format.
* Capture feedback for TP1 and TP2 interviews against the Job Profile

Problem Statement

Currently, all recruitment team prepares the requirement report manually and consolidate all reports in excel spreadsheet and share with pyramid management. This view doesn’t give real time updates to management on the job description and candidates requirement feedback and require a wait of week time to get latest updates on all job profiles.

# Project Scope

The scope of this effort shall be limited to the items as specified below (*see In-Scope*)

In-Scope

* Configure of screens to scan Job description from word file and edited it by recruiter
* Configure of screens to scan candidate resume and generate report matching against job profile description
* Capture feedback for TP1 and TP2 interviews against the Job Profile
* Allow users to select all job profiles and view all job profile’s requirement feedback status
* Generate various reports to get the insight of all happening in various job profile

Out-of-Scope

* Any function/requirement not specifically stated in this document.

# Current State

Currently, all recruitment team prepares the requirement report manually and consolidate all reports in excel spreadsheet and share with pyramid management. This view doesn’t give real time updates to management on the job description and candidates requirement feedback and require a wait of week time to get latest updates on all job profiles.

# Influencing Factors

##### Assumptions

|  |  |
| --- | --- |
| Item # | Assumption |
| A1 | Admin user will have access to setup users in the application and assign roles and projects |
| A2 | Users will have only read access to the reports |

Assumptions are conditions, processes, or functionalities that are considered valid. Invalid assumptions may impact project scope or expected functionality.

##### Constraints

|  |  |
| --- | --- |
| Item # | Constraints |
| C1 | Reports have to be generated manually |
| C2 | Admin will have to manage users and accessibility up to date on a real time basis, otherwise management will not see picture of the Requirement current health. |

Constraints are items that might restrict or limit the project.

##### Dependencies

|  |  |
| --- | --- |
| Item # | Dependency |
| D1 | User access should be configured appropriately so that right user can access configuration job description and profile screens and feedback reports |

Dependencies are preceding or concurrent activities that need to occur so that this project can be successfully implemented

##### Risks/Concerns

|  |  |
| --- | --- |
| Item# | Risks/Concerns |
| R1 | Status update for overall all job requirement must be ready by EOD 8/29 6:00 IST |
| R2 |  |

Risks capture potential that a chosen action or activity (including the choice of inaction) will lead to a loss or undesirable outcome

# Requirements

## **Pyramid Solutions Pyramid Recruitment Dashboard – Configuration Screens**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item # | Business Requirements | Item # | System Requirements (Functional/Non-Functional) | Priority / MoSCoW |
| Add New User | | | | |
| BR 1 | Adding recruiter and management Users | SR 1.1 | The system shall contain a feature which allow admin to add users in the application. | C(1)/M |
| Assigning Privileges | | | | |
| BR 2 | Assigning Privileges | SR 2.1 | The system shall contain a feature which allow admin to assign user privileges as per the request.   * Read Only * Write Only * Read/Write | M(3)/S |

## **Pyramid Solutions Pyramid Recruitment Dashboard – Configuration Screens Requirement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item # | Business Requirements | Item # | System Requirements (Functional/Non-Functional) | Priority / MoSCoW |
| **Configure Job Profile(JD Processing)** (Technical and Soft skill parameters, No of years’ Experience ,Job Status and Date and Time) | | | | |
| BR 3 | Allow user to add/Scan/edit Job Description | SR 3.1 | The system shall display the screen which allow users to scan Job profile description (JD) by providing following details in the screen:   * ID(Hidden) * Job Name * Mandatory Skills * Good to have Skills * ~~No of years’ Experience~~ * ~~Date and Time~~ * ~~Job Status(Active/Expired)~~ | C(1)/M |
| SR 3.2 | The system shall allow users to scan the job profile details by importing Word file format | C(1)/M |
| SR 3.3 | The system shall allow user job description to be updated as per requirement | C(1)/M |
|  |  | SR 3.4 | The system shall allow to include Technical and Soft skill parameters in job description | C(1)/M |
|  |  | SR 3.5 | The system shall allow to include must have and should have skill parameters | C(1)/M |
| Item # | Business Requirements | Item # | System Requirements (Functional/Non-Functional) | Priority / MoSCoW |
| **Configure Candidate [Profile-Resume Processing ]**(Technical and Soft skill parameters, No of years’ Experience and Qualification) | | | | |
| BR 4 | Configure of screens to scan candidate resume | SR 4.1 | The system shall display the screen which allow users to scan Job profile by providing following details in the screen:   * Technical Skill Set * Soft Skill set * ~~No of years’ Experience~~ * ~~Qualification~~ | C(1)/M |
| SR 4.2 | The system shall allow users to scan the candidate resume profile details by importing Word file format | C(1)/M |
| Item # | Business Requirements | Item # | System Requirements (Functional/Non-Functional) | Priority / MoSCoW |
| **Generate Matched Candidates Reports[Matched Profile] Score** | | | | |
| BR 5 | Generate report matching against job profile description | SR 5.1 | The system shall allow user to generate report matching against job profile description in a tabular and overall percentage format. | C(1)/M |
| SR 5.2 | The system shall allow users to view candidate resume on by selecting candidate name. | C(1)/M |
| SR 5.3 | The system shall allow user to sort results by candidate matching percentage(Score) and no of years’ experience | C(1)/M |
|  |  | SR 5.4 | The system shall allow to compare skillsets extracted from the resume against the given JD | C(1)/M |
|  |  | SR 5.5 | The system shall allow generate a report as per the candidate’s fitment as per the given JD. | C(1)/M |
| Item # | Business Requirements | Item # | System Requirements (Functional/Non-Functional) | Priority / MoSCoW |
| **Candidate Details and Feedback**(Candidate Name, Hiring Manager, Status, Due Date,TPA1/TPA2 etc) | | | | |
| BR 6 | Allow user to capture feedback for TP1 and TP2 interviews against the Job Profile | SR 6.1 | The system shall allow user to Capture feedback for TP1 and TP2 interviews against the Job Profile   * Candidate Name (First and Last Name) * Gender * Email * ~~Addres~~s * Phone * Hiring Manager * Status (i.e. "Interview Scheduled", Pass, Fail, On-Hold, Offered, Offer Accepted) * Due Date (Editable on click of edit button) * Qualification and Skills * ~~No of years of Experience~~ * ~~Current CTC~~ * ~~Expected CTC~~ * Key Skills * TP1(Text Area), TP2(Text Area) Feedback * Is Joined * Shortlisted (Button) --Select due date first * Edit, Save, Schedule Meeting buttons (Button-It will enable in that case only when interview is not scheduled) | C(1)/M |
| SR 6.2 | The system shall allow users to save the feedback by clicking on SAVE button or CANCEL button to discard the changes. | C(1)/M |
|  |  | SR 6.3 | The system shall allow user to save feedback details to be added/updated when there is a update available by management. | C(1)/M |
|  |  | SR 6.4 | The system shall allow ability to collect feedback of all technical and non-technical rounds against the JD | C(1)/M |
|  |  | SR 6.5 | Allow users to Integration of MS Teams for scheduling the interviews. So that recruiter can schedule interviews for selected profiles | W(1)/M |
|  |  | SR 6.6 | The system shall allow users to Capture and store candidate's photograph at each stage of interviews | W(1)/M |
| Item # | Business Requirements | Item # | System Requirements (Functional/Non-Functional) | Priority / MoSCoW |
| **Dashboard** (Description, Offers to Extend) | | | | |
| BR 7 | Allow users to select all job profiles and generate various reports to get the insight of all happening in various job profile | SR 7.1 | The system shall allow users to select all job profiles and generate various reports to get the insight of all happening in various job profile | C(1)/M |
| SR 7.2 | The system shall allow users to generate a report of Number of Candidates Interviewed, their status (pass/fail/on-hold), #offered, # of offers accepted, #joined, #did not join | C(1)/M |

# Approvals

|  |  |
| --- | --- |
| Department | Name |
| Business Users | Name 1 |
| Business Users | Name 2 |
| Business Users | Name 3 |
| Business Users | Name 4 |
| Project Manager | Name 5 |
| DEV | Name 6 |
| QA | Name 7 |
| Vendor | N/A |