**Introduction and goals**

Business Requirements Document (BRD) will be used by the project team to determine the task needed to implement the new human resources system. Riordan has given the go ahead to integrate all the existing tools or create a new system. The BRD will change as needed to provide the team with requirements to design, test, implement, and train users for the new system.

As part of the project the BRD and WBS will cover old and new Human Resources (HR) systems overview. The new HR system requirements, and support and maintenance will be described. Riordan’s final goal is to take advantage of newer information technology in the HR department. CEO, Hugh McCauley has expressed at a minimum that the system will need to incorporate all the current tools into one system and used across the organization.

**Human Resources System (HRIS) Overview**

**Current HRIS**

Installed in 1992, the current system manages the following data:

* Personal information (name, address, marital status, dates, etc…)
* Pay Rate
* Personal exemptions
* Hire date
* Seniority data, budgets, and managers names
* Vacation Hours.

All changes to the current system are submitted in writing and take several weeks to have updated for the managers viewing. All employee files are kept separately by individual managers.

## New HRIS System Proposal

The new system will manage the data listed above, along with a few changes and updates for managers. All updates will be made online, with the updates immediately changed and viewable. All employee files will be maintained with the database and managers with needed access to the record will be given access.

# Requirements for the New HRIS

**Users Requirements and Training**

* Managers will need training on updating the employee information and report generating capabilities.
* Employees will need training on accessing their own information.

Both managers and employees will be mandated to complete training of the new functions of the HRIS system. As Riordan moves away from the paper updates and to an electronic update system there will be major changes in the employees and managers interface. From the employees learning how to check vacation hours to a manger being able to update pay rate for employees, all training is required before access the new system.

**Secure and Reliable System**

* The system must prevent malicious or accidental corruption
* Requests need to be authenticated and auditable
* All information needs to be stored in an encrypted format

# To ensure this work is completed correctly the following WBS tasks will need to be completed

* Buy Encryption System
  + Research Options
  + Present Findings to Stake holders
  + Purchase System and Support Contract
* Integrate with existing systems
  + Connect the encryption system to authentication services
  + Add alerting rules for auditing