

# **Business Requirements Document:**

## **AE Project Management Tool**

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**Group 2: JSON Bourne**

**Date: January 30, 2020**  
**Version: 1.0.0**

## Document Information

### Revision History

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Version	Date	Status	Prepared By	Comments
1.0.0	01/31/2020	Completed	JSON Bourne	Recently received more clarification from AE, and will adjust requirements in the near future.
1.0.1	02/24/2020	Completed	Katrina	Updated the prototype link

### Document Control - Team Participants

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### Stakeholders / Signoff list

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# Executive Summary

## Project Description / Purpose of Project

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As one of the largest engineering consultants in Canada, Associated Engineering faces a challenge in which their current system of seeking and allocating resources requires manual effort, making for an inefficient and time-consuming process.

To minimize the extensive time needed to ensure that appropriately skilled individuals are assigned to suitable projects and/or initiatives, AE is requesting for an implementation of a resource utilization optimization system through which their staff members will be able to insert, retrieve, and organize relevant information on their engineers/staff and projects.

## Project Objectives and Goals / Scope

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Our goal is to design and implement a resource utilization optimization system that allows for the easy tracking of an individual's skills and utilization by a Resource or Project Manager.

We will do this by implementing a system whereby the following users will be able to perform the tasks respective to their roles:

1. Individual Contributors:
  - a. Able to edit information in their own profile
2. Project Managers
  - a. Able to create new projects
  - b. Able to assign workload to individuals on projects on a monthly basis
  - c. (Stretch Goal): Able to review and approve or reject an individual's attempt at creating/editing their profile before said individual contributor's profile is successfully completed/their information is added to or updated in the database
3. Resource Managers
  - a. Able to easily view information on individual contributor's availability.
    - i. Able to see the underutilization/overutilization of the resource/individual
  - b. Able to look up which staff/individuals have appropriate skills and appropriate availability level for a potential project
    - i. (Stretch Goal): output displays in priority order either by:
      1. Degree of how many skills an individual has matches the criteria
      2. Individual's level of availability
4. Admin
  - a. Able to adjust the system's database through setting adjustments:
    - i. Able to add/remove/edit Disciplines
    - ii. Able to add/remove/edit Skills
    - iii. Able to add/remove Locations
5. All Users:
  - a. Able to sign in using their Azure Active Directory Accounts

## Parties/Individuals Impacted

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Party	Impact
Project Managers	- Will need to frequently and continuously update the forecasted utilization of the members on their projects (for best results)
Resource Managers	- Will have access to the utilization numbers and listed disciplines/skills of an individual - Will be able to search for qualified individuals by filtering skills and levels of utilization - Will have to adjust their workflow from the current informal manual method to one which uses a resource utilization system
Individuals	- Will update their discipline/skills as needed - Will be aware that their Project Managers and Resource Managers will have access to their listed skills and utilization

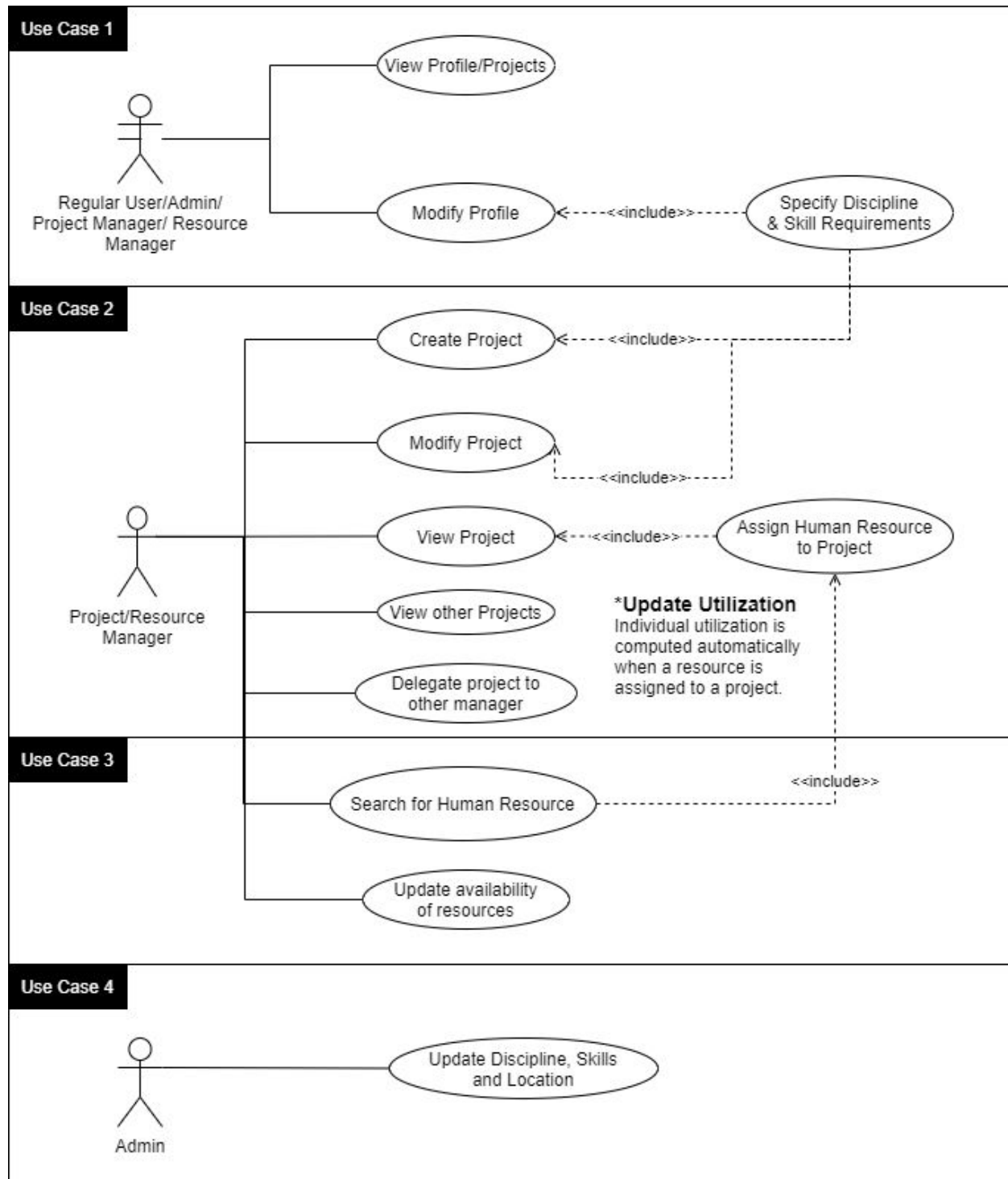
## Systems Impacted

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System	Sub-System	Impact
Existing Software Systems	Database	- Structure of any existing Database may be affected in order to accommodate the additional information of which are necessary to keep track. Areas of the database that may be affected include (but are not limited to)
Existing Hardware Systems	Not Applicable	- With scalability in mind for the future, potential hardware may need to be added to support software features, such as storage for capacity needs

# Project Requirements - Details

## Use Case Diagram



## Use Case Explanations

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Use Case 1: View Profile	
<b>Description</b>	An individual/employee of AE logs into the system.
<b>Actors</b>	- Individual Contributor (IC)
<b>Preconditions</b>	- The IC has a valid Azure Active Directory Account - The IC has either Chrome browser or IE11 browser
<b>Postconditions</b>	The IC successfully logs in and is directed to their own profile page
<b>Main Scenario</b>	1. The IC logs into the resource utilization system with their Azure Active Directory Account 2. The IC sees feedback that login is successful 3. The IC is redirected to their profile page
<b>Alternative Scenario</b>	- [1] The IC's Azure credentials are incorrect - App displays an error message

Use Case 1: Edit Profile	
<b>Description</b>	An individual/employee of AE needs to update their skills and disciplines. They are able to do so on their profile page
<b>Actors</b>	- Individual Contributor (IC)
<b>Preconditions</b>	- The IC is signed in onto the resource utilization system
<b>Postconditions</b>	- The IC can successfully update their information 1. The information on the IC's profile page is updated to reflect changes 2. The relevant information in the database is changed to reflect changes
<b>Main Scenario</b>	1. The IC goes to their profile page 2. The IC clicks an edit button to go to the edit profile page A. The IC selects a discipline B. The IC selects skill(s) under that discipline to add to their profile OR C. The IC selects skills(s) that they want to remove from their profile 3. The IC clicks the 'Save' button 4. The page refreshes to reflect changes
<b>Alternative Scenario</b>	- [2]. The skill they are trying to add/delete is already on their profile or has not been added yet (respectively) - App displays an error message - [3] The user navigates away from the page without saving - No changes are made



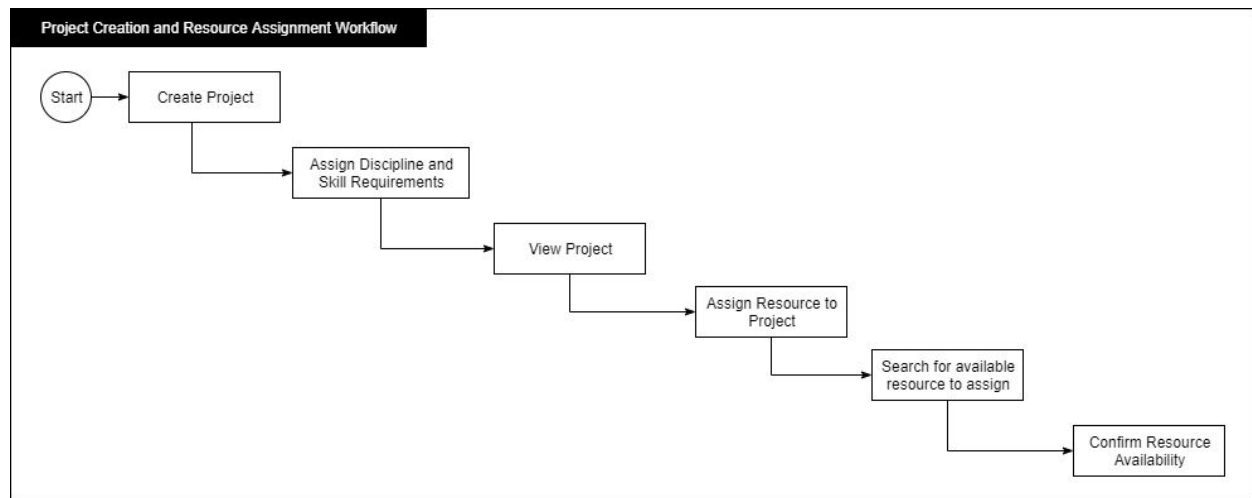
Use Case 2: Create Project	
<b>Description</b>	A project manager succeeds in bidding for a project and needs to record it in the system. The project manager creates a Project in the system to represent that project
<b>Actors</b>	<ul style="list-style-type: none"> <li>- <b>Primary Actor:</b> Project Manager/ Resource Manager (PM/RM)</li> <li>- Individual Contributor</li> <li>- Database</li> <li>- System</li> </ul>
<b>Preconditions</b>	- The PM needs to be logged into the system with an account with PM credentials
<b>Postconditions</b>	<p>The PM succeeds in creating a project</p> <ul style="list-style-type: none"> <li>A. The PM is automatically assigned to the project</li> <li>B. The project and its information is added to the database</li> </ul>
<b>Main Scenario</b>	<ol style="list-style-type: none"> <li>1. The PM goes to the 'Manage Projects' page</li> <li>2. The PM clicks a button to go to the Add Projects page</li> <li>3. App displays "Project Details Page" <ul style="list-style-type: none"> <li>A. Default Project PM is set as current PM user</li> <li>B. Record Project Details</li> <li>C. Select Team Requirement fields</li> </ul> </li> <li>4. PM adds a Team Requirements post</li> <li>5. PM selects a Discipline</li> <li>6. App displays skills based on Discipline selected</li> <li>7. PM selects skills relevant to the position</li> <li>8. PM inputs Years of Experience range</li> <li>9. PM inputs duration of project</li> <li>10. PM saves Team Requirements input</li> <li>11. PM repeats steps 4 - 10 as necessary</li> <li>12. PM saves all changes on the project page</li> <li>13. App creates new record</li> </ol>
<b>Alternative Scenario</b>	<ul style="list-style-type: none"> <li>- [12] PM does not save the new project before navigating away from the page</li> <li>- changes are not saved</li> </ul>

Use Case 2: Assign Resource to Project	
<b>Description</b>	After a project has been created, a Resource Manager will search for and assign an appropriately skilled resource to the project representation in the system.
<b>Actors</b>	<ul style="list-style-type: none"> <li>- <b>Primary Actor:</b> Project Manager/ Resource Manager (PM/RM)</li> <li>- Individual Contributor</li> <li>- Search (System)</li> <li>- Database</li> </ul>
<b>Preconditions</b>	<ul style="list-style-type: none"> <li>- The RM needs to be logged into the system with an account with RM credentials</li> <li>- The system/database should have at least one resource</li> </ul>
<b>Postconditions</b>	<p>If there is an appropriate candidate, the RM successfully assigns the candidate/resource to the project in the system</p> <ul style="list-style-type: none"> <li>a. The opening in the discipline is removed from the project page</li> <li>b. The resource is assigned to the project with the status of pending</li> </ul>
<b>Main Scenario</b>	<ol style="list-style-type: none"> <li>1. PM/RM opens project in question</li> <li>2. In the openings section, clicks assign button to the discipline of interest</li> <li>3. App redirects to a search page</li> <li>4 - 10. PM/RM searches in accordance to Use Case 3: Resource Search</li> <li>11. PM/RM selects "Assign" button beside the desired resource to assign them to the opening</li> <li>12. App redirects back to the project page</li> <li>13. Assigned opening is removed from the Openings list</li> <li>14. Assigned resource is added to the Team list with a Pending status</li> <li>15. PM/RM can confirm a Pending resource from the project page by selecting the "Confirm" button next to the resource</li> <li>16. Confirmed resource will then have a confirmed badge next to their listed name</li> </ol>
<b>Alternative Scenario</b>	<ul style="list-style-type: none"> <li>- [10] If no resources match the criteria, PM/RM will remain on search page until they navigate away</li> <li>- [11] PM/RM clicks on resource</li> <li>- App redirects to the resource's profile page</li> </ul>

Use Case 3: Update Resource Availability	
<b>Description</b>	When resources take vacation days, or is otherwise unavailable, a Resource Manager will want to update their availability so that the system accurately reflects the resource's availability
<b>Actors</b>	<ul style="list-style-type: none"> <li>- <b>Primary Actor:</b> Project Manager/ Resource Manager (PM/RM)</li> <li>- Individual Contributor</li> <li>- Search (System)</li> <li>- Database</li> </ul>
<b>Preconditions</b>	<ul style="list-style-type: none"> <li>- The RM needs to be logged into the system with an account with RM credentials</li> <li>- Resource that RM wants to update is available in the system</li> </ul>
<b>Postconditions</b>	<ul style="list-style-type: none"> <li>- Availability of selected Resource is updated to reflect the data that the RM has inputted</li> </ul>
<b>Main Scenario</b>	<ol style="list-style-type: none"> <li>1. RM navigates to "Manage People" page</li> <li>2. RM searches for the resource in question</li> <li>3. RM selects "Manage" option under resource information</li> <li>4. App redirects to personal details of that resource</li> <li>5. In "Unavailability" section, RM adds Start Date of resource's unavailability</li> <li>6. RM adds End Date of resource's unavailability</li> <li>7. RM inputs a "Provided Reason"</li> <li>8. RM selects add button to add new unavailability record to list</li> <li>9. List rerenders with new information</li> <li>10. RM clicks save to save record</li> <li>11. App redirects to resource profile page view</li> </ol>
<b>Alternative Scenario</b>	<ul style="list-style-type: none"> <li>- [8] RM does not click add</li> <li>- New record is not added to list</li> <li>- [10] RM does click save button and navigates away</li> <li>- New record is not added/change is not reflected</li> </ul>

Use Case 3: Resource Search	
<b>Description</b>	A Resource Manager can search for all resources in the database based on desired filter criteria
<b>Actors</b>	<ul style="list-style-type: none"> <li>- <b>Primary Actor:</b> Project Manager/ Resource Manager (PM/RM)</li> <li>- Individual Contributor</li> <li>- Search (System)</li> <li>- Database</li> </ul>
<b>Preconditions</b>	<ul style="list-style-type: none"> <li>- The RM needs to be logged into the system with an account with RM credentials</li> <li>- The system/database should have at least one resource</li> </ul>
<b>Postconditions</b>	- A list of resources that match the search criteria is returned and displayed
<b>Main Scenario</b>	<ol style="list-style-type: none"> <li>1. PM/RM navigates to the Search page</li> <li>2. PM/RM selects location</li> <li>3. PM/RM selects a Discipline</li> <li>4. App displays skills based on Discipline selected</li> <li>5. PM/RM selects skills relevant to the position</li> <li>6. PM/RM inputs Years of Experience range</li> <li>7. PM/RM clicks "Apply Filters" button</li> <li>8. App displays list of resources that match the submitted search parameters</li> </ol>
<b>Alternative Scenario</b>	- [8] If no resources match the criteria, PM/RM will remain on search page until they navigate away

## Business Flow Diagram of Project Management



## Requirement Traceability Matrix

Req ID	Reference	Applicable Roles	Requirements Description	Category	Priority	Type	Status	Testing Strategy
<b>Sign In</b>								
0.0.0	N/A	- All	- All Users with appropriate Azure Credentials should be able to successfully log into the system	Required	High	Functional	Incomplete	TBD
0.0.1	N/A	- All	- All Users should be able to successfully log out of the system	Required	High	Functional	Incomplete	TBD
<b>View Individual Contributor Page</b>								
1.0.0	Use-Case 1	- User / Individual	- When an Individual signs in, they should be able to see their own profile	Required	High	Functional	Incomplete	TBD
1.0.1	Use-Case 1	- User / Individual	- When an individual is viewing their profile page, they will be able to see their utilization	Expected	Medium	Functional	Incomplete	TBD
<b>Edit Individual Contributor Page</b>								
1.1.0	Use-Case 1	- User / Individual	- Individual must be able to add/remove/edit their discipline on their own profile	Required	High	Functional	Incomplete	TBD

		- Manager (Stretch Goal)						
1.1.1	Use-Case 1	- User / Individual  - Manager (Stretch Goal)	- Individual must be able to add/remove/edit their skills on their own profile	Required	High	Functional	Incomplete	TBD
1.1.2	Use-Case 1	- User / Individual  - Manager (Stretch Goal)	- Individual must be able to edit their personal information on their own profile	Required	High	Functional	Incomplete	TBD
<b>Create Project Page</b>								
2.0.0	Use-Case 2	PM / RM	- Project Manager can create a new project with the following information: 1. Disciplines & Skills needed 2. Projected Timeframe 3. Location	Required	High	Functional	Incomplete	TBD
2.0.1	Use-Case 2	PM / RM	- Project Managers should be able to assign resources to a project upon creation of a project	Expected	High	Functional	Incomplete	TBD
<b>View Project Page</b>								
2.1.0	Use-Case 2	PM / RM	- PMs should be able to read-only view projects they are not assigned to	Required	High	Functional	Incomplete	TBD
2.1.1	Use-Case 2	PM / RM	- PMs should be able to tentatively assign resources to their projects - Assignment status will be 'pending' until confirmed	Required	High	Functional	Incomplete	TBD
2.1.2	Use-Case 2	PM / RM	- Assigning of resource to project automatically updates "openings"/disciplines list as needed - Removing a resource from project automatically updates "openings" as needed	Bonus Feature	Low	Functional	Incomplete	TBD
2.1.3	Use-Case 2	PM / RM	- PMs should be able to remove resources from their own projects	Expected	High	Functional	Incomplete	TBD
2.1.4	Use-Case 2	PM / RM	- PMs/RMs should be able to see the utilizations of the individuals assigned to the project	Required	High	Functional	Incomplete	TBD

2.1.5	Use-Case 2	PM	- PMs should be able to add a forecast of how many hours per month they expect to require of an individual on their project	Required	High	Functional	Incomplete	TBD
<b>Edit Project Page</b>								
2.2.0	Use-Case 2	PM / RM	- PMs should be able to edit their own projects	Required	High	Functional	Incomplete	TBD
2.2.1	Use-Case 2	PM / RM	- PMs should be able to transfer ownership of project to another PM	Expected	Medium	Functional	Incomplete	TBD
2.2.2	Use-Case 2	PM / RM	- PMs should be able to view other projects (read-only)	Required	High	Functional	Incomplete	TBD
2.2.3	Use-Case 2	PM / RM	- PMs should be able to tentatively assign resources to their projects - Assignment status will be 'pending' until confirmed	Required	High	Functional	Incomplete	TBD
2.2.4	Use-Case 2	PM / RM	- Assigning of resource to project automatically updates "openings"/disciplines list as needed - Removing a resource from project automatically updates "openings" as needed	Bonus Feature	Low	Functional	Incomplete	TBD
2.2.5	Use-Case 2	PM / RM	- PMs should be able to remove resources from their own projects	Expected	High	Functional	Incomplete	TBD
2.2.6	Use-Case 2	PM / RM	- PMs/RMs should be able to see the utilizations of the individuals assigned to the project	Required	High	Functional	Incomplete	TBD
2.2.7	Use-Case 2	PM	- PMs should be able to add a forecast of how many hours per month they expect to require of an individual on their project	Required	High	Functional	Incomplete	TBD
<b>Delete Project Page</b>								
2.3.0	Use-Case 2	PM/RM	- PMs should be able to delete their own project	Expected	High	Functional	Incomplete	TBD
2.3.1	Use-Case 2	PM/RM	- deleted projects should be put into a recycling bin that can be restored if needed	Bonus Feature	Low	Functional	Incomplete	TBD
<b>Search</b>								
3.0.0	Use-Case 3	PM / RM	- RMs should be able to search individuals with specified skills and utilization using filters	Required	High	Functional	Incomplete	TBD
3.0.1	Use-Case 3	PM / RM	- search should return a list of resources that match the search parameters showing utilization at a glance	Required	High	Functional	Incomplete	TBD

3.0.2	Use-Case 3	PM / RM	- RMs should be able to see the results of the search in priority order or how many skills/availability matched search	Bonus Feature	Low	Functional	Incomplete	TBD
3.0.3	Use-Case 3	PM / RM	- RMs should be able to sort the list by utilization	Expected	Medium	Functional	Incomplete	TBD
<b>Assign Resource to Project</b>								
3.1.0	Use-Case 2	PM/RM	- PMs should be able to assign a resource to their own project	Expected	High	Functional	Incomplete	TBD
3.1.1	Use-Case 2	PM/RM	- PMs should not be able to assign a resource to a project that they do not manage	Expected	High	Functional	Incomplete	TBD
<b>Admin</b>								
4.1.1	Use-Case 4	Admin	- Admins should be able to add/remove/edit Disciplines	Required	High	Functional	Incomplete	TBD
4.1.2	Use-Case 4	Admin	- Admins should be able to add/remove Locations	Required	High	Functional	Incomplete	TBD
4.1.3	Use-Case 4	Admin	- Admins should be able to add/remove/edit Skills	Required	High	Functional	Incomplete	TBD
<b>Update Resource Availability</b>								
5.0.1	Use-Case 3	RM	- RM should be able to add/edit resource availability	Expected	High	Functional	Incomplete	TBD
<b>Deployment</b>								
6.0.0	NA	NA	- The deployment won't require new infrastructure to build	Expected	Medium	Non-Functional	Incomplete	TBD
<b>Maintainability</b>								
6.1.0	N/A	N/A	-The team will follow peer code review, and all code will be reviewed by at least one other group member than the one who wrote it	Expected	High	Non-Functional	Incomplete	TBD
<b>Security Needs</b>								
6.2.0	N/A	N/A	The system should be able to handle secure user authentication	Expected	High	Non-Functional	Incomplete	TBD
6.2.1	N/A	N/A	The system should store confidential data securely	Expected	High	Non-Functional	Incomplete	TBD
<b>Capacity Needs</b>								
6.3.1	NA	NA	- the project will need to handle 1000 resources	Required	High	Non-Functional	Incomplete	TBD
6.3.2	NA	NA	- the project will need to handle forecasting upto 24 months	Required	High	Non-Functional	Incomplete	TBD



## Business Constraints

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Parameter	Summary
Time	Project must be completed by April 7th, project deliverables to be completed based on the timeline outlined in the Project Plan
Resources	Resources are limited to our team of seven. These will be adequately delegated for each phase and section of the project
	Integration with third party applications
Cost	Costs should be zero, but unexpected expenses could conceivably arise

## Assumptions

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Item	Details
Resources (Users)	Resources are created and imported from a 3rd party database
	Resources can be added to a project even if they are overutilized
	Resources are reserved and assigned to a project, but only confirmed closer to project start date
	Resources cannot have skills for discipline they do not have
Project Manager	Project Managers can only delete their own projects
Projects	Projects can be created by the PM/RM or imported from a 3rd party database
	When a project is created, there are initially no resources assigned to that project
Utilization	All users are able to see a resource's utilization
	Utilization is automatically computed when a resource is confirmed
	When a resource is reserved, the utilization does not get updated
Skills	Skills are associated with specific disciplines

# Appendix

## Glossary of Terms

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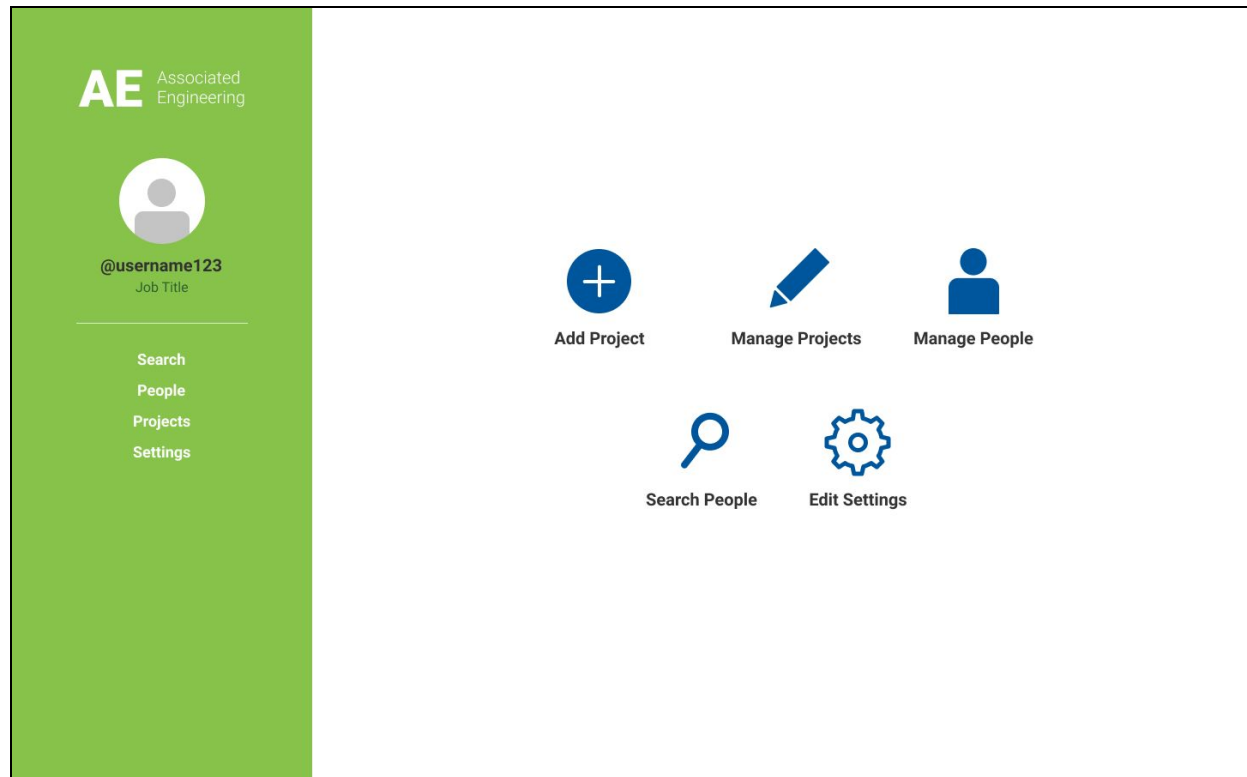
Terms/Abbreviations	Description
IC	Individual Contributor - (also known as a resource.) An employee of AE
PM	Project Manager
RM	Resource Manager

## UX-UI Design and Prototypes

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Below are screenshots of the main pages in our application. For an interactive prototype, please view this [link](#). For the workflows covered, please review the use case section above.

This is the homepage viewed by the admin user and the PM/RM. Note that the setting option will not be visible by the PM/RM.



This is the project creation page where a PM is able to enter a new project and specify the disciplines and skills that they need.



@username123  
Job Title

Search  
People  
Projects  
Settings

Create new **PROJECT** | Profile

### Project Details

Title

Location

Projected Duration

Description

### Team Requirements

+

Discipline	Skills
Active Transportation >	Skills 1
Airports >	Skills 2
Asset Management	Skills 3
Bridges >	Skills 4

Years of Experience


Expected Commitment

- Discipline: Parks & Recreation** -  
Skill 1 • Skill 2 • Skill 3  
Years of Experience: 3-5 years  
Expected Commitment: Jan 18 2019 - Mar 18 2020
- Discipline: Environmental Planning** -  
Skill 1 • Skill 2 • Skill 3  
Years of Experience: 3-5 years  
Expected Commitment: Jan 18 2019 - Mar 18 2020

Save

Once a project has been created, the project view allows the PM to view human resources assigned to the project and their roles. It also lists openings in the team which can be assigned to a user.

**AE** Associated Engineering



@username123  
Job Title

Search

People

Projects

Settings


## 123 Martensville Athletic Pavillion

Location Vancouver, British Columbia

Total hours 360 hours


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce nunc ligula, suscipit eu porttitor at, condimentum quis elit. Nullam auctor arcu ac lacus accumsan, ut interdum velit mattis. Integer scelerisque at purus in scelerisque.

### The Team



**Smith, John** ●  
Project Manager [Change](#)

70%



**Miles, Brennan** ● Confirm  
Discipline: Sustainable Design | Years of Experience: 1-3 years  
[View Profile](#)

90%

### Openings

1

**Discipline: Parks and Recreation**  
Skill 1 • Skill 2 • Skill 3  
Years of Experience: 3-5 years  
Expected Hourly Commitment Per Month: 160 hours

Assign

2

**Discipline: Environmental Planning**  
Skill 1 • Skill 2 • Skill 3  
Years of Experience: 3-5 years  
Expected Hourly Commitment Per Month: 160 hours

Assign

3

**Discipline: Sustainable Design**  
Skill 1 • Skill 2 • Skill 3  
Years of Experience: 3-5 years  
Expected Hourly Commitment Per Month: 160 hours

Assign

Team: JSON Bourne

20

The search assignment page allows the user to add filters in order to view a list of resources that match the criteria. Clicking on the name of the user shows a brief view of their profile. Once the user clicks the assign button, they are taken back to the project view.

AE

Associated Engineering

@username123

Job Title

Search

People

Projects

Settings

← 123 Martensville Athletic Pavillion

Assign: <Name of Role/Discipline>

Add Filters

Vancouver, British Columbia

Waste Water Collection & Storage

Environmental Design: Skill name

Location

City

Province

Discipline

Active Transportation

Airports

Asset Management

Bridges

Skills

Skills 1

Skills 2

Skills 3

Skills 4

Years of Experience

Select range

APPLY FILTERS

Results

Miles, Brennan

Location: Vancouver, British Columbia

View Profile

90%

Assign

Smith, John

Location: Vancouver, British Columbia

View Profile

80%

Assign

Doe, Jane

Location: Vancouver, British Columbia

View Profile

20%

Assign

View more...

Years of Experience: 3-5 years

Expected Hourly Commitment Per Month: 160 hours

2 Discipline: Environmental Planning

Brennan Miles

Location: Vancouver, British Columbia

90%

Disciplines

1 Environmental Planning

Skills: Skill 1 • Skill 2 • Skill 3

Years of Experience: 3-5 years

2 Sustainable Design

Skills: Skill 1

Years of Experience: 1-3 years

3 Waste Water Collection & Storage

Years of Experience: 5-10 years


Save

Team: JSON Bourne

21

This is the profile page of a user which shows the list of discipline and skills, the current projects that they are assigned to, and the unavailability of the user.

**AE** Associated Engineering




@username123  
Job Title

Search

People

Projects

Settings



**Brennan Miles**

Location Vancouver, British Columbia

Utilization  90%

Edit

### Discipline & Skills

1

**Environmental Planning**

Skill 1 • Skill 2 • Skill 3

Years of Experience: 3-5 years

2

**Sustainable Design**

Skill 1

Years of Experience: 1-3 years

3

**Waste Water Collection & Storage**

Years of Experience: 5-10 years

### Current Projects

1

**Martensville Athletic Pavillion**

Location: Saskatoon, Saskatchewan

Duration: January 2020 - March 2021

2

**Calgary Airport Glycol Treatment Facility**

Location: Calgary, Alberta

Duration: January 2020 - March 2021

### Unavailability

Mar 3 2020 to  
Mar 5 2020


Vacation Leave

Dec 23 2020 to  
Jan 5 2021

Vacation Leave

The settings page is only visible to the admin. This page is where admins can add items to the different disciplines or skills for the forms in the application.

**AE** Associated Engineering

  
**@username123**  
Job Title

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## Settings

Discipline	Skills
Active Transportation	Skills 1
Airports	Skills 2
Asset Management	Skills 3
Bridges	Skills 4
+ Type new discipline field here	+ Type new skill field for selected discipline here

Upload CSV...

Years of Experience
1-3 years
3-5 years
5-10 years
over 10 years
+ Type new option here

Provinces	Cities
Alberta	Edmonton
British Columbia	Calgary
Manitoba	Red Deer
New Brunswick	Lethbridge
+ Type new province option here	+ Type new city field for selected province here