Reference Document

Career Marketplace requirements from 2015.

Compiled by Sierra Duffey, November 2018

# Project Background

In 2015, The Office of the Chief Human Resources Officer (OCHRO) was developing a concept and piloting a “light” HR opportunity titled **micro-missions**. This team, along with a working group called Career Connexions from Health Canada, was collaborating on ways to better support employees in finding and offering informal HR opportunities. These two groups decided to use the existing GCconnex platform to promote and allow employees to search for, apply to, and offer these types of opportunities.

The GCtools team and the National Research Council of Canada (NRC) were responsible for development on the Elgg GCconnex platform to allow this functionality. In September 2015, TBS and NRC signed an Interdepartmental Financial Agreement. This outlined the partnership between the two departments, while the partnership between TBS and HC were handled separately.

Burt James from the Career Connexions team joined the GCtools for an assignment to facilitate the project management and partnerships between HC, the GCTools and OCHRO.

Work for the project was outlined via project milestones, use cases, project deliverables and Statement of Work, all outlined in the IFA. Milestone dates were flexible since the development followed an agile methodology.

# Functional Requirements

<https://gcdocsp.tbssct.local/gcdocs/llisapi.dll?func=ll&objaction=overview&objid=20549758>

* Ability to enter “Comprehensive Employee Profile”
* Ability to enter “Optional Career Aspirations and Outlook” (incomplete)
* Ability to enter Opportunity Postings
* Non-Government Interface
* Accessible from devices other than corporate workstations
* Employer and employee driven
* Must provide a help/contact function for users
* Searchability and tags
* Automatic notifications
* Good analytics
* Talent Pools, Functional Groups, Teams, Committees and Networking
* Security and Compatibility
  + Compatible with government security and privacy requirements for Protected A
  + Server located in Canada
  + Data hosted in Canada
* All data produced and captured by the Solution must be owned by HC/PHAC.
* The solution must provide the ability for a user to hide any field in their profile from another user
* Functionality to idenftify the opportunities the registered user is looking for and include
  + Job shadowing
  + Special projects
  + Mentoring
  + Job sharing
  + Job swapping
  + Stretch assignments
  + Skill sharing
* Functionality to identify types of opportunities/skills the registered user would like to offer
* Searchable and filters should be available for any of the fields identified in the types of posting or employee profile.
* The solution must provide an administrative role to
  + Remove any stale profiles and or opportunities as required
  + Update when/if necessary the available documentation
* Must link to tips, guidance and contract/agreement available on site, including video tutorials and other tools (incomplete)
* Provide a means for registered users to find, display and or/contact their matches
* Provide a means for registered users to update,amed, remove or suspend their profile
* Provide a means for registered users to update, amend, remove or suspend their opportunities
* Provide an automatic means for registered users to find and displat their opportunity matches
* Provide an automatic means for registred users to find and display their opportunity matches
* Provide an automatic means for registerd users to Submit an Application for an opportunity, including notification for the hiring registered user.
* Provide a means for registered users to display the opportunities they have posted, displat the list of applicants for the opportunity, and view applicants’ entire profiles.
* provide a means for Hiring registered users to offer an opportunity to an applicant and have the system send the selection decision, indicating who was selected, to all applicants.
* Among others the Solution must keep track of and be able to report on:
  + Number of active registered users in each category.
  + Number of Mentorships sought & offered.
  + Number of Opportunities sought & offered.
  + Number of Mentorships “connected” since the system started, in the past year, month, week and day.
  + Number of Opportunities “matched” since the system started, in the past year, month, week and day.
* The Solution should be able to link to PeopleSoft and GCconnex.(incomplete)

# Non-Functional Requirements

<https://gcdocsp.tbssct.local/gcdocs/llisapi.dll?func=ll&objaction=overview&objid=20549758>

* The Solution must provide all screens including drop-down menus in the Official Language choice of the user.
* The Contractor’s Solution must be accessible only by a password that is able to be set by the user.
* The Contractor’s Solution must meet all of GoC Web Standards found at <http://www.tbs-sct.gc.ca/ws-nw/index-eng.asp>.
* The Contractor’s Solution must be compatible with current/future HC/PHAC end-user computing devices (desktop, laptop, etc.).
* The application must be available 95% of the time, 7 days per week between 8:00AM and 9:00PM local time in all time zones in Canada.
* Daily (nightly) backups of all data are required. Retrieve and restore should be within 24 hours, if required.
* The system shall restrict access to data, reports, screens and menu items based on user roles. Only approved users shall have system access
* The Solution must be able to produce audit records that capture at a minimum the following events performed by User, Service, and System Accounts, Groups, and Roles, including those that are privileged:
  + Type (e.g. login, log off, configuration changed);
  + When (e.g. 2013-01-01 5:00am EST);
  + Where (e.g. system ID);
  + Source (e.g. workstation ID);
  + Outcome (e.g. success, fail); and
  + Identity (e.g. User ID, service account ID, system account ID).
* The Solution must be able to send audit records in readable format to a central repository. (incomplete)
* The Solution must be able to use internal system clocks to generate time stamps for audit records in a readable format. (incomplete)
* It must be ensured that the system can meet end user needs. A rapid prototyping/piloting phase needs to be built into the process so that we can be sure the final solution will work for employees, managers and the organisation as a whole.
* The Solution would be able to transfer user information from PeopleSoft or GCconnex in order to populate their profile. (incomplete)

# Use Cases

<https://gcdocsp.tbssct.local/gcdocs/llisapi.dll/fetch/2000/15801618/15801619/15801622/17331812/17331853/17835722/17934232/NRC_Micro-Missions_Plan_V4_Final.pdf?nodeid=19798697&vernum=-2>

* NRC ramping up on Elgg API
* Set up dev/test/deployment server environments at NRC (LAMP + Elgg)
* Manager or employee posts, updates and/or removes micro-mission opportunity
* Employee searches for micro-mission opportunities
* Manager searches for employees interested in micro-mission to contact them; includes auto-search notifications at time of micro-mission and profile posting
* Employee applies for micro-mission
* Manager reviews and selects applicants
* Employee and/or manager receives, confirms and manages micro-mission opportunity
* Any employee searches for any other employee (for peer-to-peer connections)
* Manager records and sends feedback of employee’s work
* HR advisor runs analytics including:
  + Number of micro-missions open/completed over time
  + Average star rating over time
  + Time spent/allotted to micro-missions over time

# Project Milestones

<https://gcdocsp.tbssct.local/gcdocs/llisapi.dll/fetch/2000/15801618/15801619/15801622/17331812/17331853/17835722/17934232/NRC_Micro-Missions_Plan_V4_Final.pdf?nodeid=19798697&vernum=-2>

* NRC dev/test environments up and running in-house, contingent on TBS providing test MySQL data by October 9th; date was requested at the kick-off meeting
* Search functionality for the new profile fields and the enhanced search page for “HR light” functionality.
* Basic ability for employees to search for micro-missions postings
* Basic ability for manager to search for candidates
* Basic ability to apply for position
* Basic ability to post feedback for completed micro-missions
* Basic analytics capability
* Further refinement of all use cases
* Project closure