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ITG's internship application Form

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1 Introduction

There are no systems without bugs exists. If so, surely, they need some enhancements to deal with the rapid technological changes. We, as analysts, will present the problem that ITG faced in its HR department. We studied and analyzed the subsystem (HR subsystem), and we've learnt how it works. So, here is how the procedure of how an applicant applies to the internship:

After an employee request for a new trainee, the HR department announces for the internship on social media platforms such as LinkedIn besides the company's website. The applicants start sending their CVs to the email that is mentioned on the internship program web page. Then, the HR sends them the application form as a word document.
The HR starts to find out the candidates to create a shortlist includes the candidate's names according to the employee requirements such as, his/her major, his/her age, his/her goals (a paid internship or an unpaid internship), his/her English language level and his/her background about the internship subject. Then, HR contacts the candidates via the email or the phone number to give more details about the internship and the interview date and time. For the applicants who were not accepted, HR send them an apology letter. On the interview day, the candidates fill out the written application form again. The HR store these application forms in the Employee Portal database. Lastly, the HR chooses the best candidate and apology to the others. So, the trainee starts his journey with ITG.

2 Problem Review

Let's go deep into the real problem.The applicants fill out the application form twice once when the HR send them the application form via email and the other on the interview day (written application form as we mentioned).Also, the application form's file type is Word document while ITG is a software company

This problem will cause, data loss because when the applicants fill out twice the application form and send their CVs twice there will be overload in the Employee Portal database. In addition, it will waste the HR time when he collects the application forms from the candidates on the interview day and then he puts them in files and from the applicant point of view it will waste his time too when he fill it out twice. Moreover, costs may increase because of printing the written application forms and purchase files where to store the forms in.

The struggle is that the applicants must go through a long procedure to apply to the internship; while we can make it shorter and easier.

3 Findings

1- HR department is the one who is taking charge of the whole process
2- Applicants send their CVs twice and fill out the application form while filling it out and sending their CVs once has the same impact
3- The system response is slow because the memory space usage is high (because of the over load on the database)
4- The written application forms less secure because any employee can get them anytime

4 Recommendations

We recommend to continue analysis and find an enhancement for this problem because the applicants is getting annoyed from this long procedure and the number of trainee in the company decreased and the internship department's performance turned into low performance.

5 Cost & Schedule Estimates

5.1 Schedule Estimates

After completing the preliminary analysis, we will start our detailed analysis directly. It is estimated that the detailed analysis needs two weeks to be done, divided as follows:

- The first week: Firstly, we will review and study the preliminary report and assign the tasks for each teammate. Secondly, will do some interviews to collect more details about the subsystem and the problem; in order to add the details to the preliminary study.

- The second week: Firstly, consult with HW and SW vendors to come up with useful ideas and determine the costs of the HW and SW that we will use. Secondly, write down the options that we have to solve this problem and report findings. Finally, present the report to the management.

5.2 Cost Estimates

It is estimated that the detailed analysis will cost 2267 JDs, divided into:
- Analyst salary : 1155 JDs
- Programmer salary: 1012 JDs
- Tools: 100 JDs

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< Inbox ⌃ ⌄

SB   From: **Suzan Btouch** >
To: Rozana Shaer >
Today at 3:55 PM

Coasts/ Application Screen

Dear Rozana,

Kindly note and the girls that the following table shows the coasts you requested.

Title	Cost	Days
Business Analyst/ Designer	105 JD	2 Mandays
Programmer	92JD	2 Mandays

Best Regards,

Suzan Al Btoush
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