

BUSINESS REQUIREMENT DOCUMENT (BRD)

Project Name: Employee Leave Management System

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Date:

1. Project Overview

Right now, employees send leave requests through WhatsApp, email, or verbally. This causes confusion, delays, and no proper tracking. The idea is to make a simple system where employees can apply for leave and managers can approve it in one place.

2. Objective

Make the leave procedure simple, quick, and monitorable.

3. What are the problems we are solving?

1. Every time a leave request gets missed in WhatsApp chats and mail
2. Not able to make a proper record of approval and rejection of leaves
3. HR gets the problem to see monthly employee leave data easily.
4. Employees don't know the leave status unless they ask HR.

4. What the system should do

1. The employee can easily apply for leave.
2. The manager can approve or reject the employee leave.
3. The employee can see the status anytime and easily.
4. HR can view all leave records on one page so she can make further updates.

5. Scope

In Scope

Leave the application form.

Manager approval screening

Leave the history/status page.

Basic HR report (filter by month/employee)

Out of Scope

Mobile app

Payroll integration

Advanced multi-level approvals

6. Users are

These three users are necessary to see every employee update.

Employee
Manager
HR