

Business Requirements Document (BRD)

Feature Name: Job Application Tracker

Project Type: Independent Prototype (Upskilling Phase)

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Version: 1.0

Date: September 22, 2025

1. Executive Summary:

The Job Application Tracker is a productivity feature designed to help job seekers organize and monitor their job search activities. It enables users to log applications, track statuses, set follow up reminders and visualize progress through a timeline dashboard. This prototype was developed during a focused upskilling phase to demonstrate product ownership, UX collaboration and documentation precision.

2. Business Objective:

To reduce missed follow ups and disorganized job search efforts by providing users with a structured, intuitive tool for tracking job applications. The feature aims to improve user engagement, confidence and outcomes during the job hunt.

3. Background:

Informal interviews and peer feedback revealed that job seekers often rely on spreadsheets or memory to manage applications. This leads to missed opportunities, duplicate submissions and lack of visibility. The Job Application Tracker addresses these gaps by offering a centralized, customizable solution.

4. User Personas:

- Ravi (Recent Graduate): Applies to 15–20 roles weekly, needs help tracking follow ups.
- Neha (Mid career Professional): Wants to monitor interview stages and compare offers.
- Amit (Returning to Workforce): Seeks structure and reminders to stay motivated.

5. Scope:

In Scope:

- Application logging with metadata
- Status transitions and filtering
- Custom follow up reminders
- Timeline dashboard visualization
- Edit and delete functionality

Out of Scope:

- Resume parsing or job matching
- Integration with external job boards or ATS systems
- Recruiter-side analytics or dashboards

6. Functional Requirements:

- FR1 - Users can log job applications with company name, role, date and status.
- FR2 - Status options include: Applied, Interviewed, Offered, Rejected, Follow up Required.
- FR3 - Users can set custom follow up reminders per application.
- FR4 - Dashboard displays applications in timeline view.
- FR5 - Users can filter applications by status or date range.
- FR6 - Users can edit or delete application entries.
- FR7 - Reminder notifications are sent via push/email.

7. Non Functional Requirements:

- Dashboard must load within 2 seconds.
- Reminder logic must support custom intervals and time zones.
- System must support up to 500 active applications per user.
- All status changes and reminders must be logged for audit and analytics.

8. Edge Cases:

- Duplicate applications to the same company
- Status reversal (e.g., Rejected to Interviewed)
- User disables reminders globally
- Application logged without a status

- Reminder set for a past date

9. Success Metrics:

- ≥25% increase in follow up rates among active users
- ≥15% growth in daily active users in the job seeker segment
- ≥80% positive feedback on usability and clarity in prototype reviews
- ≥90% accuracy in reminder delivery and status updates

10. Assumptions:

- Users will engage with the tracker weekly
- Push/email infrastructure is available
- Users prefer timeline visualization over tabular formats

11. User Stories with Acceptance Criteria:

US1:

As a job seeker applying to multiple roles weekly, I want to log each application with company name, role and date so that I can track my progress and avoid duplicates.

Acceptance Criteria:

Given the user is on the application form, when they enter company, role and date then the system should save the entry and display it in the dashboard. Duplicate entries should trigger a warning or require confirmation.

US2:

As a job seeker preparing for interviews, I want to update the status of each application so that I can monitor my progress and prepare accordingly.

Acceptance Criteria:

Given an existing application, when the user selects a new status then the system should update the status and reflect it in the timeline view, Status history should be logged for audit.

US3:

As a job seeker juggling multiple applications, I want to set custom follow up reminders so that I don't miss opportunities to reconnect or check status.

Acceptance Criteria:

Given an application entry, when the user sets a reminder date then the system should schedule

a notification, Reminder should trigger via push/email on the selected date.

US4:

As a job seeker reviewing my job search history, I want to view all applications in a timeline format so that I can visualize my journey and identify patterns.

Acceptance Criteria:

Given multiple applications with dates, when the user opens the dashboard then the system should display entries in chronological order. Timeline should support scrolling and filtering.

US5:

As a job seeker filtering active leads, I want to sort applications by status and date so that I can focus on roles that are still in play.

Acceptance Criteria:

Given a list of applications, when the user applies a filter (e.g., "Interviewed"), then only matching entries should be shown. Filters should be combinable (e.g., status + date range).

US6:

As a job seeker who changes plans, I want to edit or delete application entries so that my tracker reflects my current priorities.

Acceptance Criteria:

Given an existing entry, when the user edits or deletes it then the system should update or remove the entry and confirm the action, Deleted entries should not trigger reminders.

US7:

As a job seeker who prefers minimal distractions, I want to disable reminders globally so that I can manage my notifications based on personal preference.

Acceptance Criteria:

Given the user accesses settings, when they toggle off reminders then no future notifications should be sent, Reminder toggle should apply across all entries.

US8:

As a job seeker who applied to the same company twice, I want the system to flag duplicates so that I can maintain clarity.

Acceptance Criteria:

Given a new entry matches an existing one, when the user tries to save it then the system should prompt with a duplicate warning and allow override.

US9:

As a job seeker who received unexpected updates, I want to reverse status changes so that my tracker stays accurate.

Acceptance Criteria:

Given a status change history, when the user selects a previous status then the system should update the entry and log the reversal.

US10:

As a job seeker who missed a reminder, I want to see a log of past reminders and actions so that I can take corrective steps.

Acceptance Criteria:

Given the user opens the reminder log, when they view past entries then the system should display sent reminders, timestamps, and actions taken (e.g., snoozed, dismissed).

12. Supporting Artifacts:

- Annotated wireframes showing dashboard layout and reminder flow
- Functional test cases (documented separately)