

# Business Requirements Document – Employee Onboarding System

## Non-functional Requirements:

- System should support up to 100 new joiners/month
- Response time < 2 seconds
- Secure login via SSO

## Objective

The goal is to build an onboarding system that automates the hiring process, manages documentation, provides training links, and assigns tasks to new employees.

## Functional Requirements

ID	Requirement	Priority
FR1	New employee should receive a welcome email	High
FR2	HR should be able to upload documents	Medium
FR3	The system should assign a laptop automatically via IT workflow	High
FR4	New joiners should access training via dashboard	High

## Stakeholders:

- HR Team
- IT Department
- New Joiners
- Admin Team

## Assumptions:

- Company uses Microsoft Teams and Outlook
- HR already collects documents offline