**Business Requirement Document**

Project Name : NL Emp Performance Portal

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**Summary**

This business requirement document outlines the value and purpose of the Nineleaps Employees Performance Portal. This document is the foundation of a successful portal outlining the vision, roles and functional requirements. Ultimately helping the development team transform the concept into a fully functional Portal.

**Vision**

The Management would like to provide a comprehensive performance tracking portal for the employees. This would cover full life cycle of the Employee Performance Evaluation Process from Goal Setting to Performance Rating through QPE and 360-degree-feedback

**Departments to be involved**

1. **HR and Management**: Administrators or content owners
2. **Employees**: Consumers or contributors
3. **IT**: Development, Support and Maintenance

**Target Audiences**

All employees of the Organization

**List of features**

* Employee Directory (Name, EmpID, Designation, Account Mapped, Manager Mapping)
* NL-Connect (AboutMe, Skillset-tag, Profile, Years of Experience, NL Experience)
* Internal Job Posting (Position, Experience, Skills, JD)
* Goal Setting - Project, Organizational Initiatives, Contribution Beyond Job Role
* 360-degree Feedback - Manager, Stakeholder and Peers
* Appreciations, Reward and Recognitions

Employees Interface

1. All employees should be able to login via credentials.

2. All employees should be able to create an NL-Connect profile and search any profile with a skill set tag.

3. All employees should be able to browse internal job opportunities.

4. All employees should be able to set quarterly and annual goals across multiple pillars (Project, Organizational Initiatives, Contribution Beyond Job Role).

5. All employees should be able to track and update the progress [Self].

6. All employees should be able to seek feedback from Manager, Stakeholder and Peers

7. All employees should be able to Upload or attach appreciation, reward and recognition emails/snapshots [Self].

8. All employees can view historical ratings/performance scorecard [Self]

9. Notification and Reminders - QPE Self Assessment or Incomplete goals (with timelines)

Manager Interface

1. All managers should be able to login via credentials.

2. All Managers should be able to create an NL-Connect profile and search any profile with a skill set tag.

3. All managers should be able to post and browse internal job opportunities.

4. All managers should be able to view/set quarterly and annual goals across multiple pillars (Project, Organizational Initiatives, Contribution Beyond Job Role) for self and reporting employees.

5. All managers should be able to track/comment and update the progress [Self/Reporting employees].

6. All Managers should be able to seek (for self) feedback from Supervisor, Stakeholder and Peers. Managers should be able to provide feedback to the reporting employees.

7. All managers should be able to Upload or attach appreciation, reward and recognition emails/snapshots [Self]. Managers should be able to cite appreciation, recognition and reward to the reporting employees.

8. All managers can view historical ratings/performance scorecard [Self/reporting employees]

9. Managers can compare one profile with another [at overall performance level]

10. Notification and Reminders - QPE Self Assessment or Incomplete goals (with timelines) for self and Close QPE Scoring with reporting employee count/due date

HR Interface

1. HR should be able to login via credentials.
2. HR should be able to create an NL-Connect profile and search any profile with a skill set tag.
3. HR should be able to post and browse internal job opportunities.
4. HR should be able to view quarterly and annual goals across multiple pillars (Project, Organizational Initiatives, Contribution Beyond Job Role) for all employees within the Org.
5. HR should be able to comment and update the progress for all employees within the Org.
6. HR should be able to view feedback from Supervisor, Stakeholder and Peers for all employees within the Org.
7. HR should be able to view Appreciation, Recognition and Rewards from Supervisor, Stakeholder and Peers for all employees within the Org.
8. HR can view historical ratings/performance scorecards [for all employees within the Org.
9. HR can compare one profile with another [at overall performance level]
10. HR can send Notification and Reminders to all employees within Org regarding filling Quarterly Self-Evaluation and closing scoring

**Technical Specifications**

1. Portal Platform (Web)
2. Backend and Frontend Framework
3. Maintenance and Upgrade Requirements
4. Employee level Access
5. API/Services Documentations
6. Network/Security
7. Dependencies and Assumptions

**Version Details**

| Date | Version | Changes |
| --- | --- | --- |
| 21/12/2021 | v1.0 | Initial draft |
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