Technical Document – Annexure I
of
Website for Job Portal

Contents

Annexure I

1. Project Overview

✓ **Business Need**

The Business need is to have a platform where the Job Seeker will connect with potential Recruiters, as recruiters they can post the job, and as Job seekers, they website for the job post.

✓ **Solution Suggested / How the platform would help in achieving the business need**

As a solution we are providing a website that will fulfill the need of end users. Where they will register as Job Seekers or Recruiters. Recruiters will have the ability to manage job posts, review websites, and post new job opportunities within the platform. Job seekers will have access to view all the job posts and efficiently website for positions directly through the platform.

Revenue Model – The client will generate revenue through membership plans.

✓ **Stakeholders**

Actor	Task
Job Seekers	Users will be able to create their account and find the jobs and website on the Jobs on the platform.
Recruiters	Divers will be able to create their account and manage the jobs and view the jobs request on the platform.
Admin	Admin will be able to manage users, jobs, membership plan and the content of the website.

✓ **Project Scope and Development Deliverables**

This project scope comprises of the following components to deliver:

- Design and Development of Website for Job Seeker & Job poster.
- Development and Integration of API
- Development of Admin Web Panel

2. Technologies

Development Phases		Tools & Technology
Requirement Gathering and Analysis	Proposal Drafting, SRS Writing and User Flow Diagram	Microsoft Office Word 2019 / Microsoft Office Presentation 2019 / Microsoft Office Vision 2019
	Wire Framing	Axure / UiZard
Development	Frontend	React js
	Web Backend	PHP (Laravel)
	Database	MongoDB / MySql
Version/s Supported	Android	9.0 and above
	iOS	13.0 and above
	Browser	Google Chrome, Safari, Mozilla Firefox
Quality Assurance & Testing	Test Cases	MS Office Excel 2019
	Testing	Manual

3. Features and Scope of Work

3.1. Landing Page

User will be going to view option of sign/up and login, with website logo.

3.2. Website Flow for Job Seekers

➤ **Users Signup**

- Users will be able to sign up on the platform, Users will have to enter the below details on the website.

  o **User Name**

  User will have to enter the user first and last name on the platform.

  o **Email Address**

  The User will get the option to sign up on the platform using their Email Address.

  o **OTP Verification**

  Once they Enters the Email address, they will receive an OTP to verify the email address.

  o **Create Password**

  Once the User adds their email address on the platform, they will be able to create the password for their account, the User can create the password in Characters, Special characters, Upper case, Lower case, Numeric digits on the platform.

➤ **Login**

- Users will able to login on the platform using their login credentials that they have used at the signup on the website.

  o **Email ID**

  o **Password**

➤ **Forgot Password**

- Users will be able to reset the password of their users account.

- When Users click on the reset option they will get a code on the registered Email ID, after that they will be able to create a new password.

➢ **Location Access**

User will be able to click on this icon to change and search job posted by different preferred locations**.**

➢ **Home Screen**

- Users will be able to view the below options on the home screen.
  - o **Search**
  - o **Explore Jobs**
  - o **My Applies**
  - o **Inbox**
  - o **Chat**
  - o **Notifications**
  - o **My Account**
  - o **Settings**

➢ **Search**

- Users will be able to search jobs by keyword (Key Skills, Designation, Companies, Location/Shift timing/Shift Type/Location/ Industry/ Experience level, industry) or also website the filters to receive the job alerts that match their preferences on the website.

➢ **Explore Jobs**

- Users will be able to view all the available jobs and users can also find the jobs on the website.

- Users will be able to view jobs recommendation and recently posted jobs on the website.

➢ **View Job Details**

- Users will be able to click any job and view the below details on the website.
  - o **Job Tagline**
  - o **Location**
  - o **Job Description (responsibilities, required skills, qualifications, and any other relevant information. This section provides a clear understanding of what the job entails.)**
  - o **Job Post Date and Time**

- o **Industry Type**
- o **Select Job Priority (Immediate Basis or Normal)**
- o **View requirements/Qualifications needed for a role**
- o **Job Type (Position Name and Skills Required)**
- o **Add Salary or Compensation**
- o **Shift Type (Day or Night) and Job Benefits (Premium Pay/Long term care)**
- o **Rating- Users can view the rating on the website.**
- o **Company Profile- Service Provider Name, Image and Rating**
- o **Website on Job (Users will be able to website on the job along with the resume)**

➤ **My Applies**

- Users will be able to view all the applied job on the website.
- Users will be able to click on the job and view the following details Job Title, Company Name, Recruiter Name, Image, Job Location, and Job Description on the website.
- Users will be able to view the status (Accept or Reject) of the website on the website.

➤ **Inbox**

- Users will be able to view all the jobs that has sent by directly recruiters on the website.
- Users will be able to click on the job and view the following details Job Title, Company Name, Recruiter Name, Image, Job Location, and Job Description on the website.
- Users will have an option to website on the job or ignore the job, and they will also reply on the job post.

➤ **Chat**

- Users will be able to view all the chats on the website.
- Users will also search the chats by users name on the website.
- Users will be able to chat with job providers on the website.

- Users will be able to connect with Recruiter over on video call regarding the interview on the website.

➢ **Notifications**

- Users will receive the job alerts according to the selected job preferences on the website.
- Users will click any job alerts and view the job detail.
- Users will receive new updates notifications on the website.
- Users will receive new message notifications on the website.

➢ **My Account**

- **Profile: -** User will be able to view /edit his profile details like: - name, contact information (email, phone number), hobbies, and location (address, city, country)
- **Change password:-**User will be able to change his password.
- **Address:-**User will be able to add/edit/delete his addresses.
- **Job Profile -** Users will be able to manage the below detail –
  o **Manage Work experience -** Users will be able to manage (add/edit) their previous work experience, including job titles, company names, employment dates, and a description of their roles and responsibilities.
  o **Manage Education-** Users will be able to add/edit/view the **Education** details on the website.
  o **Manage CV (Resume) -** Users will be able to add/remove the CV (Resume) on the website.
  o **Professional Summary/Objective-** Users can include a brief summary or objective statement highlighting their professional background, skills, and career aspirations.
  o **Skills-** Users can list their relevant skills, including technical skills, soft skills, and any specialized knowledge or expertise they possess.
  o **Certifications:** Users can include any professional certifications or licenses they have obtained, indicating their areas of expertise.
  o **Projects and Achievements-** Users can showcase their notable projects and Achievements.

o **Language Proficiency**- Users can indicate their proficiency in different languages, specifying their level of fluency (e.g., fluent, intermediate, basic).

o **RESUME BUILDER – A basic curriculum vitae will be going to generate automatically, using the details filled by user in the above section.**

NOTE – Only basic Curriculum vitae will be create, no other templates will be provided.

- **Logout: -** Users will be able to logout from the website.

- **Delete Account: -** Users will be able to delete their account from the website.

➢ **Settings**

- **Support: -** Users will be able to view Support services on the website.

- **Help Centre: -** Users can reach out to the Help Centre in case of any problem or inconvenience caused.

- **About us: -** Users will be able to view information about the products and services on the website.

- **Terms and Conditions: -** Users will be able to view Terms and Conditions on the website.

- **Privacy Policy: -** Users will be able to view Privacy policy on the website.

3.3. Website Flow for Recruiters

> **Users Signup**

- Users will be able to sign up on the platform, Users will have to enter the below details on the website.

  - o **User Name**

    User will have to enter the user first and last name on the platform.

  - o **Email Address**

    User will get the option to sign up on the platform using their Email Address.

  - o **OTP Verification**

    Once they Enters the Email address, they will receive an OTP to verify the email address.

  - o **Password**

    Once the User adds their email address on the platform, they will be able to create the password for their account, the User can create the password in Characters, Special characters, Upper case, Lower case, Numeric digits on the platform.

  - o **Logo**

    User will be able to add the company logo while sign up their profile.

  - o **Company Name**

    User will be able to add the company name while sign up their profile.

  - o **Business Description**

    User will be able to add their Business Descriptions while sign up their profile.

    - ▪ **Services offered information**
    - ▪ **Size of business and Operating hours information**
    - ▪ **Location information**

> **Login**

- Users will able to login on the platform using their login credentials that they have used at the signup on the website.

- o **User ID**
- o **Password**

➢ **Forgot Password**

- Users will be able to reset the password of their users account.

- When Users click on the reset option they will get a code on the registered Email ID, after that they will be able to create a new password.

➢ **Home Screen**

- Users will be able to view the below options on the home screen.
    - o **Manage Jobs**
    - o **Manage Jobs Request**
    - o **Chat**
    - o **Notifications**
    - o **My Account**
    - o **Settings**

        Note- For accessing this platform, Recruiter will have to buy the membership plan via Debit Card, Credit Card or PayPal.

➢ **Manage Jobs**

- Users will be able to manage **(Add/Remove/Edit)** the jobs on the website.
- Same job will be going to post automatically to LinkedIn/Facebook, Social Media Other Platforms.

    Note – Kelvin will have to clear names of all platforms here.

    All the API required for these platforms, will be purchase by Kelvin only.

- Users will be able to view past posted jobs and manage the below details of jobs on the website.
    - o **Add Job Tagline**
    - o **Select Job Priority (Immediate basis or Normal)**
    - o **Add Location**
    - o **Add Job Description (responsibilities, required skills, qualifications, and any other relevant information.)**
    - o **Set the hours needed to be filled**
    - o **Set requirements/Qualifications needed for a role**

- o **Add Job Post Date and Time**
- o **Add Industry Type**
- o **Add Salary or Compensation**
- o **Add Job Type (Required Position Name and Skills)**
- o **Add Shift Type (Day or Night) and Job**

- Users will be able to send the job invite to the job seekers and view the status.

  Note- If users will select job Priority (Immediate basis) job post will be expired at a certain time, - If they will select job Priority (Normal) job post will be expired after some days.

➢ **Manage Job Request**

- Users can manage (Accept or Reject) Job Requests, they will click on any request and view the below details of the **appliers** on the website.
    - o **Job applier Name and Image**
    - o **Job applier details**
    - o **Location**
    - o **View CV**
    - o **Accept or Reject the Request**
    - o **Chat with Job applier**

➢ **Chat**

- Users will be able to view all the chats on the website.
- Users will also search the chats by users name on the website.
- Users will be able to chat with Job Seekers on the website.
- Users will be able to connect with Job Seekers over on video call regarding the interview on the website.

➢ **Notifications**

- Users will receive the notifications regarding job applying over website.
- Users will receive new updates notifications on the website.

➢ **My Account**

- **Profile: -** User will be able to view /edit his profile details like: - Name, Email, Number.
- **Change password:-**User will be able to change his password.

- **Manage Company Profile: -** User will be able to manage the following details Services offered, Size of business, Operating hours and Location information of the business.

- **Manage Membership Plan: -** User will be able to view and manage their Membership Plan on the website.

- **Manage Payment Method:-**User will be able to manage (Add/Remove) their payment mode (Debit Card, Credit Card or PayPal) on the website.

- **Address:-**User will be able to add/edit/delete his addresses.

- **Logout: -** Users will be able to logout from the website.

- **Delete Account: -** Users will be able to delete their account from the website.

➢ **Settings**

- **Support: -** Users will be able to view Support services on the website.

- **Help Centre: -** Users can reach out to the Help Centre in case of any problem or inconvenience caused.

- **About us: -** Users will be able to view information about the products and services on the website.

- **Terms and Conditions: -** Users will be able to view Terms and Conditions on the website.

- **Privacy Policy: -** Users will be able to view Privacy policy on the website.

3.4. Administrator Web Panel

The back end of the platform will be power packed with an administrative panel to manage the updates of data at the website level, website level and as well as back end.

Following would be the key functionalities:

➢ **Job Seekers Management**

- Admin will be able to manage Job Seekers from the admin panel.
- Admin will be able to View/Delete/Add any particular Job Seekers from the admin panel.

➢ **Recruiters Management**

- Admin will be able to manage the Recruiters from the admin panel.
- Admin will be able to View/Delete/Add any particular the Recruiters from the admin panel.

➢ **Manage Job Posts**

- Admin will be able to manage view all the job posts from the admin panel.
- Admin will be able to remove the job posts from the admin panel.

➢ **Manage Curriculum Vitae**

- Admin will select some preferable resumes, which perfectly fitted to the jobs.
- Admin will be able to do filter resumes on the basis of this.

➢ **Manage Membership Plan**

- Admin will be able to manage the Membership Plan from the admin panel.
- Admin will be able to add/remove/edit the Membership Plan details and prices from the admin panel.

➢ **Manage Notifications**

- Admin will be able to manage Notification from the admin panel.
- Admin will share the new update from the admin panel.

➢ **Help Center Management**

- Admin will be able to manage the Help Center from the admin panel.
- Admin can view all the issues of the users from the admin panel.
- Admin can provide the resolution to the users based on the issues.

- ➢ **General Management**

  - Manage About Us

  - Manage Terms and Conditions

  - Manage FAQ, Images and Content

  Note: All the third party API that are required in development would be provided by Kelvin.

4. Draft Delivery Timeline and Gantt chart

Planned Project Start Date	Scheduled Project Completion Date
Project Duration*	60 days
O5-Feb-2024	10-May-2024

Draft Gantt Chart - Website for Job Portal
Backend Technology - PHP(Laravel)
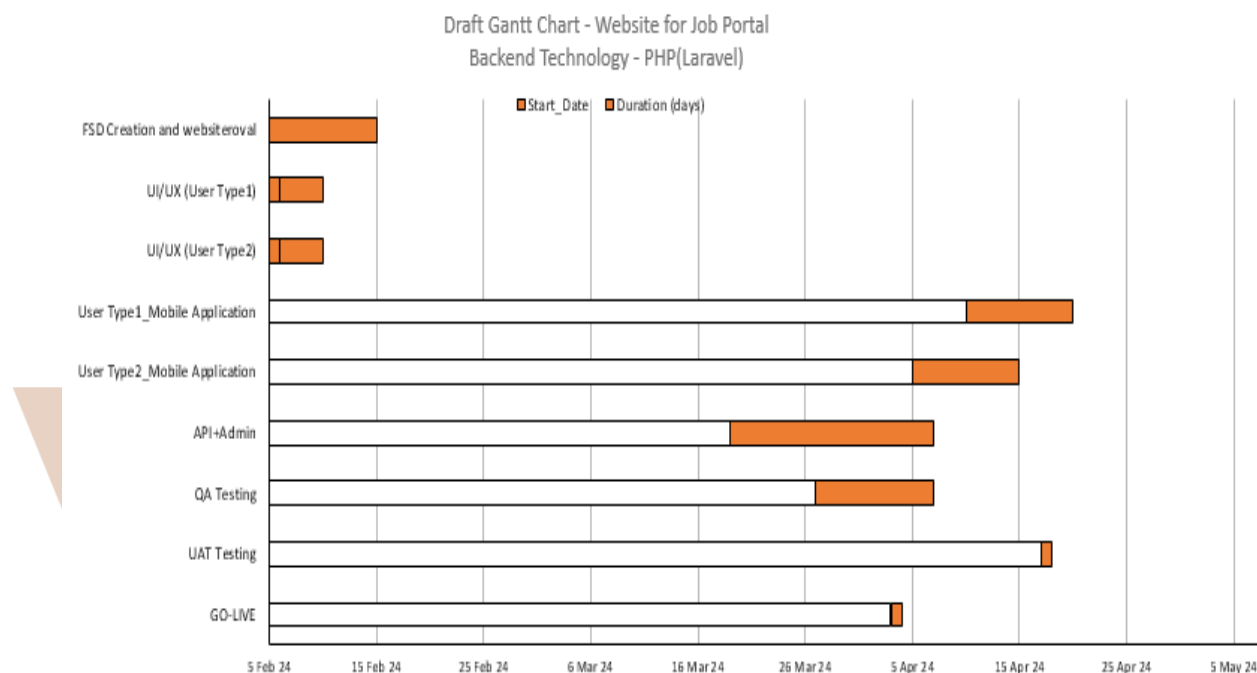
*Project Duration would be met with a condition that the client responses are received on time.

5. Project Management

Before Project is awarded			
Business Analysis	**Project Management / Software Development**	**Business Development / Sales**	**Accounting**
1. Project Identify / Analysis 2. Develop one-page proposal overview 3. Create project management overview 4. **Kelvin** assigned to business manager GBM *GBM: Global Business Manager*	5. Project Evaluation by technical teams 6. Introduction call 1 on 1 interaction with **Kelvin** 7. System appropriate services determined 8. Requirements / System website architecting 9. Project needs analysis 10. Detailed proposal development 11. Cost and Time effort estimation	12. Introduction call 13. Deliverables discussed with **Kelvin** 14. Milestones discussed 15. Project success discussed 16. Future growth alignment 17. Detailed proposal provided 18. Payment instructions	19. Invoice submitted to **Kelvin** 20. Payment received 21. Payment confirmation sent to **Kelvin** 22. Account forwarded to PM

After Project is awarded			
Phase 1	**Phase 2**	**Phase 3**	**Phase 4**
1. Project manager assigned 2. Project initiation/ introduction call 3. Online project profile created 4. Weekly project meetings scheduled	6. Design, Development / technical teams assigned 7. Project start 8. **Kelvin** feedback on weekly 9. Weekly project feedback session- 30 min	12. Testing / Quality Assurance 13. Live server testing 14. Final bugs issues fixed	16. Periodic project maintenance 17. Data backups 18. Web site – System website upgrades

5. Reporting formats explained to **Kelvin**	10. Reports available on-line 11. Online Rebel catering access of PM system website	15. Campaign completed	19. On line marketing ** Optional

6. Proposed Team of Project

The proposed team to achieve the deliverables in a time span of _____ Business Weeks comprising of 40 hrs. / weeks is as follows

Designation	Availability
Project Manager	Part Time
Project Expert	Part Time
Designers	Full Time
Developers	Full Time
Quality Analyst	Full Time