Business Requirement Document

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# Executive Summary

For this project we are seeking a recruitment offices system to collect all monthly reports of the recruitment offices in one system that will read, validate and save them in the database. This will reduce time consumed and effort of ADLSA employees in the process of entering, reading, validating and saving each record in the reports.

There are some requirements we are looking to fulfil, including view submissions and view submission details for a recruitment employee, view all submissions, send reminder for ADLSA employee and send message for both ADLSA employee and recruitment employee. The stakeholders involved in the selection and implementation of this system are Dr. Houssem Gasmi, Eng. Nassar Saleh and Shaikha Al-Marri.

This document shows the objectives, needs, scope, requirements, personal needs, assumptions and schedule of the project.

# Project Objectives

1. Help in reducing time consumed and effort when entering and checking the reports manually by ADLSA employee.
2. Provide a system to collect all the recruitment office’s monthly reports in one place.
3. Automate the process of receiving, validating and saving the reports of recruitment offices.

# Needs Statement

A recruitment offices system is needed to gather their monthly reports in one place, generate statistics easily, boost the Ministry effort by reducing employees consumed time and effort in generating recruitment offices reports, and automate the process of reading and validating the reports. Implementing this system will allow us to save time and effort by helping the Ministry employees.

# Project Scope

In scope:

* Providing platform to upload recruitment offices monthly reports.
* Implement a system that reads reports, validates reports and save the reports in the database.
* Providing system for ADLSA employees to revise the reports of the recruitment offices, send reminders if reports are missing and send messages for specific submission.

# Financial Statements

N/A

# Functional Requirements

* Uploading the reports of recruitment offices.
* Reading the reports of recruitment offices.
* Validating the records of each report of recruitment offices.
* Sending email if any error appears in any record of reports of recruitment office.
* Saving reports of recruitment offices in database.
* Sending reminders by ADLSA employee to recruitment office if any report is not submitted.
* Sending messages in any submission by both ADLSA employee and recruitment employee.

# Personal Needs

For this project, the system will be designed, developed and tested by QU students who have their practical training at ADLSA. It will be supervised by Dr. Houssem Gasmi the mentor of QU students.

# Schedule, Timeline and Deadlines

Phase 1:

Phase 2:

Phase 3:

# Assumptions

* The system is always available for both ADLSA employee and Recruitment employee.
* The system is user-friendly
* Database contains submission and reports details.

# Cost and Benefit

N/A

# Use Case Diagram

Diagram

Description automatically generated

# Use Case Specifications

|  |  |  |
| --- | --- | --- |
| **Use case Id:** UC01 | Make Submission | |
| **Brief Description** | Recruitment Employee submits the report to the Ministry. | |
| **Primary actors** | Recruitment Employee | |
| **Preconditions:**   * Recruitment employee must be signed in. | | |
| **Post-conditions:**   * Report is submitted to the ADLSA system. | | |
| **Main Success Scenario:** | | |
| **Actor Action** | | **System Response** |
| 1. Signs in using credentials. | | 1. The system verifies the recruitment employee credentials. (See 2.a for alternative flow) |
| 1. Uploads the report. | | 1. The system reads the records of the report. |
|  | | 1. The system verifies each record in the report. (See 3.a for alternative flow) |
|  | | 1. The system uploads the report in ADLSA system. |
| **Alternative flows:**  2.a. If recruitment employee credentials are incorrect show error message.  3.a. If a record has a wrong info, do not upload the report and show error message in that record. | | |

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| --- | --- | --- |
| **Use case Id:** UC02 | View Submissions | |
| **Brief Description** | Recruitment employee can view his submissions. | |
| **Primary actors** | Recruitment employee. | |
| **Preconditions:**   * Recruitment employee must be signed in. | | |
| **Post-conditions:**   * None. | | |
| **Main Success Scenario:** | | |
| **Actor Action** | | **System Response** |
| 1. Selects view submissions. | | 2. The system shows all the recruitment office’s submission. |
| **Alternative flows:**  ?.a. | | |

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| --- | --- | --- |
| **Use case Id:** UC03 | View Submission Details | |
| **Brief Description** | Recruitment employee can view any submission details. | |
| **Primary actors** | Recruitment employee. | |
| **Preconditions:**   * Recruitment employee must be signed in. | | |
| **Post-conditions:**   * None. | | |
| **Main Success Scenario:** | | |
| **Actor Action** | | **System Response** |
| 1. Selects view submission details. | | 2. The system shows the details of the selected submission with the errors if any. |
| **Alternative flows:** | | |

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| --- | --- | --- |
| **Use case Id:** UC04 | View All Submissions | |
| **Brief Description** | ADLSA employee can view all submissions of all recruitment offices. | |
| **Primary actors** | ADLSA Employee | |
| **Preconditions:**   * ADLSA Employee must be signed in. | | |
| **Post-conditions:**   * None. | | |
| **Main Success Scenario:** | | |
| **Actor Action** | | **System Response** |
| 1. Signs in using credentials. | | 1. The system checks the credentials of ADLSA employee. (See 2.a for alternative flow) |
| 1. Selects view all submissions. | | 1. The system shows all submissions of all recruitment offices. |
| **Alternative flows:**  2.a. If ADLSA employee credentials are incorrect show error message. | | |

|  |  |  |
| --- | --- | --- |
| **Use case Id:** UC05 | Send Reminder | |
| **Brief Description** | ADLSA employee can send reminder to recruitment office to submit a report. | |
| **Primary actors** | ADLSA employee. | |
| **Preconditions:**   * ADLSA employee must be signed in. | | |
| **Post-conditions:**   * Reminder is sent to Recruitment employee. | | |
| **Main Success Scenario:** | | |
| **Actor Action** | | **System Response** |
| 1. Signs in using credentials. | | 1. The system checks the credentials of ADLSA employee. (See 2.a for alternative flow) |
| 1. Select send reminder for specific recruitment office. | | 1. The system shows the form of sending reminder. |
| 1. Writes the reminder message to the selected recruitment office. | |  |
| 1. Click send reminder. | | 1. The system sends the reminder to the employee of the selected recruitment office. |
| **Alternative flows:**  2.a. If ADLSA employee credentials are incorrect show error message. | | |

|  |  |  |
| --- | --- | --- |
| **Use case Id:** UC06 | Send Message | |
| **Brief Description** | ADLSA employee can send inquiry to recruitment employee for a specific submission and vice versa. | |
| **Primary actors** | ADLSA employee, Recruitment employee. | |
| **Preconditions:**   * User must be signed in. | | |
| **Post-conditions:**   * Message is added for the selected submission. | | |
| **Main Success Scenario:** | | |
| **Actor Action** | | **System Response** |
| 1. Signs in using credentials. | | 1. The system checks the credentials of user. (See 2.a for alternative flow) |
| 3. Selects send message for specific submission. | | 4. The system shows the form of sending message. |
| 1. Writes the message. | |  |
| 1. Clicks send message. | | 1. The system adds the message to the selected submission. |
| **Alternative flows:**  2.a. If user credentials are incorrect show error message. | | |