1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC – 031 | | | | | | |
| **Use Case Name** | ADR (Associate Development Review) – Associate Records work performance | | | | | | |
| **Purpose/Goal** | Provide an option to an Associate to record the ADR details. | | | | | | |
| **Description** | Application captures the associate ADR details for the current quarter | | | | | | |
| **Actors** | * Associate | | | | | | |
| **User** | * Associate | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand for the current quarter | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Santosh Adidawarpu | | | **Date** | | | 03/05/2017 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** |  | | | **Date** | | |  |

1. **TRIGGERS, PRE-CONDITIONS AND POST-CONDITIONS**

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| **Triggers** | Any time during the current ADR cycle |
| **Pre-Conditions** | * KRA should be assigned to an associate * Associate login into system. |
| **Post- Conditions** | * Associate recorded work performance has to be saved in to the system. |

1. **NORMAL FLOW**

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| User | System | Alternate flow |
| 1. Associate clicks on “ADR work performance” sub tab from “ADR” Tab. | * System should display the below input fieldsunder KEY RESULT AREAS - PERFORMANCE REVIEW section: * KRA Aspect (Read only) – Label field * Metric(Read only) – Label field * Performance Target (Read only) – Label field * Performance Achievement (April - July) (Read only) – textbox input field * Critical Tasks Performed– Text area input field (This field should be allowed for the current quarter) * Performance Achievement (August - November) (Read only) – textbox input field * Critical Tasks Performed– Text area input field (This field should be allowed for the current quarter) * Performance Achievement (December - March) (Read only) – textbox input field * Critical Tasks Performed– Text area input field (This field should be allowed for the current quarter) * Performance Achievement (April - March) (Read only) – textbox input field * System should display the below input fields under AWARDS AND APPRECIATIONS RECEIVED section: * AWARDS RECEIVED for the period (April – July) Text area input field (This field should be allowed for the current quarter) * APPRECIATIONS RECEIVED for the period (April – July) Text area input field (This field should be allowed for the current quarter) * AWARDS RECEIVED for the period (August – November) Text area input field (This field should be allowed for the current quarter) * APPRECIATIONS RECEIVED for the period (August – November) Text area input field (This field should be allowed for the current quarter) * AWARDS RECEIVED for the period (December – March) Text area input field (This field should be allowed for the current quarter) * APPRECIATIONS RECEIVED for the period (December – March) Text area input field (This field should be allowed for the current quarter) * System should display the below input fields under AWARDS AND APPRECIATIONS RECEIVED section: * ASSOCIATE DEVELOPMENT ACHIEVED DURING THE PERIOD for the period (April – July) Text area input field (This field should be allowed for the current quarter) * ASSOCIATE DEVELOPMENT ACHIEVED DURING THE PERIOD for the period (August - November) Text area input field (This field should be allowed for the current quarter) * ASSOCIATE DEVELOPMENT ACHIEVED DURING THE PERIOD for the period (December - March) Text area input field (This field should be allowed for the current quarter) * Read-only: System should display the below input fields under DEFICIENCIES AND IMPROVEMENT NEEDS section: * DEFICIENCIES AND IMPROVEMENT FEEDBACK FOR NEXT PERIOD * Competence Area * April - July * August - November * December - March * Read-only: System should display the below input fields under OVERALL WORK PERFORMANCE AND COMPETENCE ASSESSMENT section: * Associate Potential for Performance * April - July * August - November * December - March * Annual Rating |  |

1. **ALTERNATIVE FLOW**

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| NA |

1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| * ADR is applicable up to G5 grade |

1. **SPECIAL REQUIREMENTS**

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| NA |

1. **ASSUMPTIONS**

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| NA |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * Associate contribution against KRA’s should be available to view once he/she recorded. * Review committee can also view the associate’s contribution at any point of time. * Only contribution section should be allowed to an Associate. * The rest of the sections should be allowed only after HR triggers for ADR review, only the last quarter contribution section should be allowed to enter, other quarter section should be only view mode. * Previous year ADR feedback, rating, skill gap and other sections should be only in view mode. |